



PERSONAL EFFECTIVENESS AND PRODUCTIVITY

Date: 25 - 26 November 2020

Time: 09:00 AM

Venue: Asia Metropolitan College, Kota Kinabalu

INTRODUCTION

Personal Effectiveness and Productivity is an intensive two-days program . This program designed to provide all participants with a comprehensive overview of the valuable tools and techniques for improving their personal effectiveness and productivity in the workplace and in life. Participants will learn how to manage themselves better and plan better – both personally and strategically. They will also understand how they can handle their workload in a more efficient manner, manage their work relationships more productively, and effectively deal with problems and challenges. This course will enable them to ultimately assist the organization that they work for in the best way possible.

DESIGNED FOR

Executives, administrators, officers who perform multifunctional tasks at work .

LEARNING APPROACH

This training emphasis on detailed presentation ,video show followed by individual exercise , group exercise and interactive discussions.

PROGRAMME OBJECTIVES

- Analyse your personal strengths and preferred work pattern to enable performance improvement
- Act on priorities by identifying what is really important for your business and by setting personal and business goals
- Recognise and minimise unproductive activities including procrastination
- More effectively plan and control your time, diary, deadlines and meetings
- Develop appropriate methods and behaviour for delegating successfully and dealing with interruptions
- Use tried and tested techniques for achieving the best results from your time and efforts

YOU WILL LEARN

TO PROVIDE ALL PARTICIPANTS WITH A COMPREHENSIVE OVERVIEW OF THE VALUABLE TOOLS AND TECHNIQUES FOR IMPROVING THEIR PERSONAL EFFECTIVENESS AND PRODUCTIVITY

WORKSHOP OUTLINE

Day 1

- Introduction to Time Management
- Your Time Management Style
- Planning for Performance vs Procrastination
- Being Accountable and Responsible

Day 2

- Time Management Concepts
- Planning for Performance
- Managing Communication
- Effective Team Working

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