

A close-up photograph of hands holding several white puzzle pieces. The hands are positioned as if they are about to fit the pieces together. The background is a soft, out-of-focus light color. A large, stylized red and white graphic element, resembling a thick, rounded arrow or a bracket, frames the right side of the page, partially overlapping the puzzle piece image.

PERSONAL EFFECTIVENESS AND PRODUCTIVITY

Introduction

In the current workplace context of time pressure and constant change, most people feel that they could benefit from improving their effectiveness through managing time and priorities. Most people live with the feeling that they do not have enough time and that they are unable to get on top of their workload. However, by learning to manage your time better, your workload will feel lighter and your job will feel less stressful.

This two day training course will help you to identify the common behaviours that prevent you from managing your time effectively and guide you the right tools to increase your productivity without working longer hours and achieve higher personal effectiveness.

Learning Outcome

- Recognise behaviors, emotions and energy when performing task
- Get an insight into issues that can both hinder or assist personal effectiveness and productivity
- Explore methods and technology in managing task effectively
- Apply different leadership styles to handle conflict effectively
- Identify and evaluate priorities in both work and outside of work
- Become familiar with tools and strategies to increase time management effectiveness

Designed for

- Mid Level Management Staff
- Executives/Team Leaders/Supervisors

Learning Approach

Short lectures, group discussions on practical tool and techniques to improve work style for better results .

Model

- EQi Model
- David Allan’s GTD Model
- Thomas - Kilmann Conflict Mode
- 4DEx

Content

Topic 1: EQ for Self Awareness






- EQ – IQ
- Effective and Ineffective Leader
- JOHARI Window
- EQ Model
 - Self Perception
 - Self Expression
 - Interpersonal Relationship
 - Decision Making
 - Stress Management

Topic 2: Effective Communication

- Questioning and Listening Skills
- Thomas - Kilmann Conflict Management Instrument
- Conflict Management Style

Topic 3: Managing Productivity

- Getting Things Done (GTD) David Allan’s model
- Managing Time /Prioritisation
- Technology
- The 4 Discipline of Execution
- Habits of Highly Effective People

 Duration	2 days
 Time	9.00am – 5.00pm
 Facilitators	A. Subra Samsudin Abdul Rahman Letchumanan Subramaniam
 Fee	RM2,600
 Mode of Delivery	Face to Face / Remote Online Learning

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