



Manage Time & Achieve Results

Stop Procrastinating and Be in Control

COURSE OVERVIEW

- Are you stressed – out?
- You have too much to do and not having enough time?
- You are missing deadlines and not attending meetings on-time?

Managing stress and time is one of the most crucial, yet neglected, management skill in a competent manager's repertoire. When we spend time, there is no improvement in efficiency, productivity or effectiveness. The time is gone without a return. Therefore, time is a resource and it must be managed with proper skills in order to get the best.

Managing time is about achieving result and it is the critical skill that can enhance your competency as an effective time manager. You will learn how to manage efficiently and effectively, tips to delegate and prioritise. Most importantly, it helps you to take better control of yourself and have a more balance work-life. To the organization, it helps to increase productivity, commitment, timely work completion and reduce organizational stress.

COURSE OBJECTIVES

This workshop strives to:

- Build the foundation, concept and importance of time management
- Develop self management skills to control and manage time
- Apply key principles of time management in managing personal time and office work
- Learn the steps in planning time effectively
- Apply delegation and prioritization methods
- Identify time wasters and time saving techniques

METHODOLOGY

1. Our methodology is highly interactive with experiential activities based on multiple intelligences.
2. A variety of proprietary training tools, group discussion, team reflective circle, open space technology, storytelling, lecture with games and activities will be used to make learning **FUN** and **IMPACTFUL**!
3. In essence, our methodology is:
 - Interactive learning
 - Experiential activities
 - Facilitative training
 - Participant centered



MEET OUR TRAINER



MR. KEVIN INT' VELD

CEO & Founder

People to Projects Sdn Bhd Malaysia, P2P Africa (Pty) Ltd, Bridgit Africa (Pty) Ltd, Managing Director of Fundisani (Pty) Ltd

- ✓ Certified Trainer of Colored Brain
- ✓ Certified Project Management Professional (PMI® PMP®)
- ✓ 28 Years of Software Development, Software Integration, Project Management Training, Strategic Facilitation and Project Management office builds
- ✓ Being exposed to the real mining industries and project management industry



MS. LILY LAU

*Directive Communication
Psychology Master Trainer*

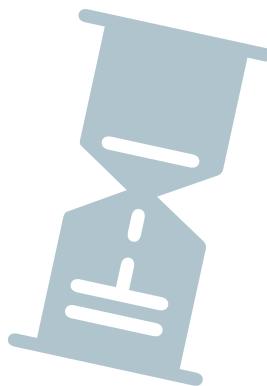
- ✓ Specialist on the Malaysian Generation
- ✓ More than 10 years experience in training & facilitation
- ✓ Well versed in culture diversity, generation gap, communication, interpersonal skills & corporate culture transformation
- ✓ Best Change Leadership & Management Training Specialist 2019 by APAC Insider
- ✓ Guest on BFM Radio on Malaysian Generational issues

DELIVERABLE

- 2 days of interactive workshop facilitated by certified trainers, workbook and experiential activities.
- Certificate of accomplishment is awarded.

WHO SHOULD ATTEND

Managers, executives, supervisors, team leaders or anyone who desires to achieve more and be more efficient and effective in their use of time.



Why Learn from Us?



Facilitated by certified trainers and facilitators



Content customized to current market trends



Interactive case studies



Comprehensive course materials

COURSE TIMING

Registration	8.00 am - 9.00 am
Morning Tea Break	10.30 am - 10.45 am
Lunch	1.00 pm - 2.00 pm
Afternoon Tea Break	3.30 pm - 3.45 pm

Introduction to Time Management

- Concept of time
- Personal Efficiency Program
- Efficient vs. Effective

Key Principles in Time Management

- Understanding the realities of time
- Personal qualities of an effective time manager
- Learning to say 'NO' - Role Play

Steps in Planning Your Time

- Goal setting
- Planning
- Prioritizing - Urgent vs. Important
- To do List – Pareto (80-20) Principle
- Organizing Your Energy Level
- Delegating

Time Saving Techniques

- Overcoming procrastination
- Overcoming time wasters
- 6Ds to organize your work environment
- Habits of Change
- Case studies



HRDF CLAIMABLE