

#Public Training/Workshop#

EFFECTIVE TIME MANAGEMENT

"All Time Management Begins With Planning"

"The Art Of Adventure For Lifelong Learning"



INTRODUCTION:

Time is a form of currency, and the ways that we talk about it illustrate its value: we say "Time is money," and "My time was well spent," or "It's a waste of time." Like most professionals, you've probably struggled with managing this resource effectively. In this course, you will practice techniques that will help you achieve more effective use of your time so that you can direct your energy towards the activities that will further your professional and personal goals

OBJECTIVE:

The objectives that participants will aim for in this 1 day session include:

- ◆ identifying effective time-management strategies,
- ◆ defining personal and professional goals,
- ◆ establishing priorities, and
- ◆ Identifying the tasks that will be critical to achieving those goals.
- ◆ Creating a personal time-management action plan.

METHODOLOGY:

- ◆ Power-point presentation
- ◆ Instructor led individual and group activities, including discussions
- ◆ Personal SMART Action Plan

PROGRAM SCHEDULE :

Registration	:8.30am
Morning session	:9.00am - 10.30am
Morning Tea	:10.30am - 10.45am
Lunch	:1.00pm - 2.00pm
Afternoon session	:2.00pm - 3.30pm
Afternoon Tea	:3.30pm - 3.45pm
End	:5.00pm

WHO SHOULD ATTEND:

Every level of professionals in the organization.

Date:

Please refer to our WEBSITE

Medium:

English & Bahasa Malaysia

Duration:

2 days (9am - 5pm)

Venue:



Course Content:

Defining Goals

- ◆ Define Time Management
- ◆ Describe Your Dreams
- ◆ Identify Regrets
- ◆ Articulate Goals

Analyzing Energy Allocation

- ◆ Identify How Energy Is Spent
- ◆ Analyze Tasks
- ◆ Analyze Time Usage
- ◆ Analyze Energy Flow

Identifying Personal Style

- ◆ Review a Successful Day or Project
- ◆ Analyze Your Preferences
- ◆ Identify Personal Strengths
- ◆ Identify Personal Motivators
- ◆ Reduce Time Wasters

Assembling the Toolbox

- ◆ Negotiate for Success
- ◆ Delegate Tasks
- ◆ Choose Tools that Work for You

Creating an Action Plan

- ◆ Create the Action Plan
- ◆ Evaluate the Time-Management Process



TRAINER'S PROFILE



ROZIANA RASHID

She is a Trainer Consultant operating on her own since she left full-time corporate employment in July 2003. Born in Kangar, Perlis she holds a Bachelors degree in Business Administration from the Ohio University of Athens, United States of America. She is a PSMB approved Trainer and has several other trainer certifications including from Zenger-Miller.

Her work experiences covered a wide area including marketing, operations, frontline and back-end customer servicing as well as in training. She progressed from executive to more senior positions, acquired skills and knowledge in managing people as well as in decision making & problem solving, and contributed significantly to the management and business plans.

Roziana was also responsible for the development and execution of Customer Service and Quality Initiatives. These included guidelines and procedures in Handling Customer Issues, Internal Customer Care processes, Customer Loyalty programs, Customer Feedback projects and of course, soft-skills training. An accomplishment in recognition of her experience was her involvement in the National Occupational Service Standards, NOSS curriculum development for the car rental industry under purview of the Majlis Latihan Vokasional Kebangsaan, MLVK.

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Registration Form

EFFECTIVE TIME MANAGEMENT

"All Time Management Begins With Planning"

DATE: Refer to our WEBSITE. **VENUE:**

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5548 0024 ; TEL: +603-5542 0023 (HuntingLine)

PARTICIPATION FOR TWO DAYS WORKSHOP

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DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

Authorization (Signatory must be authorized on behalf of the company)

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is invalid without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking(LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4. CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in . All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 4-days prior to the event Non-payment or non- attendance does not constitute cancellation.

(However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

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