



Date of Commencement: 19, 21, 26 & 28 Jul 2011

Duration: 4 evening sessions

Time: 7.00pm - 9.30pm

Venue: IACT College

Fees: RM350 per participant

HRDF Training Grant: SBL

The time management workshop is designed to improve your productivity. You will be provided with several practical tips/strategies to help deal with personal time management. Time management is actually a skill of self-discipline or self management. This can be achieved through realising the personal benefits that this self-discipline will have on your life as a whole.

Objectives:

Upon completion of this course, participants will:

- Self-discipline in managing time.
- Avoid common "Time Wasters".
- Develop a method for setting priorities.
- Strategies and tips for effective time management.

Contents:

- The one thing (which you are not doing now) which would make a tremendous difference
- To do list
- Do you let time get the better of you?
- Personal time wasters
- Time management strategies
- Ways to make more time
- Prioritisation
- Procrastination
- Team brainstorm
- Individual action plan

Participants who wishes to learn practical tips/strategies to help deal with personal time management.