

Managing Work & Time Effectively

► 10 - 11 September 2018 ► Premiera Hotel, KL

7 Time Blocking Tips to BOOST your PRODUCTIVITY

PARTICIPANTS (TARGET GROUP)

- Manager Executive
- Supervisor

LEARNING OUTCOME

After attending this programme, the participants will be able to:

- Explain the concept and importance of work and time management
- Apply key principles in work and time management in their daily work
- Apply tips and techniques of work and time management to facilitate daily work

CONTENTS

▪ BENEFITS OF WORK AND TIME MANAGEMENT SKILLS

- Efficient Vs Effective
- Concept of Time Management
- Importance of Effective Work and Time Management
- Why is time a problem?

▪ KEY PRINCIPLES IN WORK AND TIME MANAGEMENT

- Understanding the realities of time
- Having the right attitude and personality
- Applying effective work planning
- Effectiveness in handling obstacles

▪ GET IT DONE: EFFECTIVE WORK MANAGEMENT

- Identify
- Understand
- Plan
- Organise
- Execute
- Control
- Rectify

▪ HANDLING BARRIERS AND TIME WASTERS

- Barriers to effective time management
- Handling time wasters and disturbance
- Avoiding procrastination
- Handling other people's delays

FACILITATOR



SHAMSUL BAHRI MOHD YUSOF

is the Head of Corporate Training Department at Irshad HR Consulting. As a trainer, he specialises in the areas of Training Management, TNA, Module Design and Train The Trainers. He also conducts Team Building, Work Culture and Support Staff Development Programmes. He holds a Bachelor degree in Business Administration from Universiti Utara Malaysia. Shamsul Bahri is also a Certified Trainer and Training Needs Analysis (TNA) Consultant by Pembangunan Sumber Manusia Berhad (PSMB). He has conducted training programmes for various organisations in Malaysia and Brunei Darussalam.

FEE

Normal fee: RM 1050 per pax

Group registration:

- 2-4 Pax: RM 950 per pax
- 5-9 Pax: RM 900 per pax

Organised by



IRSHAD HR Consulting Sdn Bhd
802 Block B, Phileo Damansara II, Jalan 16/11
46350 Petaling Jaya, Selangor Darul Ehsan
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BORANG PENYERTAAN KURSUS

COURSE REGISTRATION FORM



Faks/ Fax: 03-7954 9802

E-mel/ Email: ppd@irshad.com.my

Tajuk Kursus / <i>Course Title</i> : Managing Work & Time Effectively	Tarikh/ <i>Date</i> : 10 - 11 Sept 2018	Tempat/ <i>Venue</i> : Premiera Hotel, KL
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Sila daftarkan penama berikut menyertai kursus di atas / *Please register the followings for the above stated course(s)*:

No.	Nama/ <i>Name</i>	Jawatan/ <i>Designation</i>	E-mel/ <i>Email</i>	No. <i>Handphone</i>

* Note that mobile number is important for us to reach you in case of any unforeseen changes.

Organisasi/*Organisation*:

Pegawai bertanggungjawab/*Officer in charge*:

Jawatan/*Designation*:

Jabatan/*Department*:

Alamat/*Address*:

Telefon/*Telephone* :

Faks/*Fax* :

E-mel/ *Email* :

Bersama ini saya sertakan Cek/ M.O/ P.O bernilai RM _____ atas nama IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Cawangan Petaling Jaya, Nombor Akaun: 62104-0-01-001507-1)

Herewith I enclosed Cheque/ M.O/ P.O worth RM _____ payable to IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Petaling Jaya Branch Account Number: 62104-0-01-001507-1)

OR

SBL SBL KHAS

* Geran latihan SBL / SBL Khas mestilah dimohon sekurang-kurangnya 1 hari sebelum program. Permohonan boleh dilakukan melalui portal HRDF www.hrdf.com.my

** SBL / SBL Khas training grant must be applied at least 1 day before the programme. Application can be done through HRDF portal www.hrdf.com.my*

TERMA DAN SYARAT

- Pembayaran yuran kursus hendaklah dibuat dalam Ringgit Malaysia (RM).
- Surat pengesahan pendaftaran akan dikeluarkan selepas pembayaran diterima.
- Untuk kakitangan dan pegawai kerajaan; pesanan kerajaan atau surat pengesahan hendaklah diserahkan sebelum kursus bermula.
- Tempahan hotel hendaklah dibuat terus ke pihak hotel pilihan peserta.
- Pihak penganjur berhak meminda program, fasilitator, tarikh dan tempat kursus jika terdapat perkara-perkara yang tidak dapat dielakkan.

Tandatangan/*Signature*:

*Sila fotokopi jika borang tidak mencukupi / *Please make copy if the form insufficient*

TERMS AND CONDITIONS

- Course(s) fee(s) should be made payable in Ringgit Malaysia (RM).
- Confirmation of registration will be issued once payment received.
- For government official(s), a local order or letter of approval must be presented before the course (s) started.
- Hotel arrangements and reservations should be made directly to the preferred hotel.
- The organizer reserve the right to amend the programme, facilitator, dates and venue of the course(s) due to unforeseen circumstances

Cop Rasmi/*Official Stamp*:

IRSHAD HR CONSULTING SDN BHD
(748222-W)

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Jalan 16/11, 46350 Petaling Jaya,
Selangor Darul Ehsan

Untuk keterangan lanjut dan pendaftaran:

BAHAGIAN KURSUS UMUM

For further information and registration:

PUBLIC PROGRAMME DEPARTMENT

(Meiza/Jaslizan/Raihana)

Tel : 603 7956 0010

Facebook : Irshad HR Consulting



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