

EFFECTIVE TIME MANAGEMENT

INTRODUCTION

Today's management challenge demands leaders to "*do more with less*". To be effective, the leader is, first of all, expected to get the right things done. Effectiveness has little correlation with intelligence. While intelligence, imagination, and knowledge are essential resources, only effectiveness converts them into results. Effective time management is the ability to prioritize and do the *first things first*. While everyone has equal amount of time, effective leaders can enjoy more productive lifestyles. The key to personal productivity and effectiveness is to first gain control of the events happening around oneself. These important basic skills can be learnt by everyone in order to ensure a well-balanced and productive lifestyle. This training program explore teachings form experts in time management such as F. Ducker, Hyrum Smith, Stephen R. Covey, and many others. This program includes discussions, individual exercises, video, role play and group work to give participants the best opportunities for learning – and reinforce those learning into their lives

COURSE CONTENTS: (2 Days Program)

1. Introduction:
 - What is Effective Time Management?
 - Importance of managing events that happening to us
 - Myths about time management.
2. Effective Personal Leadership
 - Effectiveness and Efficiency
 - Proactive habits towards time
 - Importance of Mental Visualization
 - Discovering Personal Mission
3. Time Management Skills
 - Identifying the importance and urgency of tasks/activities
 - Aligning goals to personal mission
 - Prioritizing first thing first
 - Work/life balance
 - Scheduling technique
4. Delegation Technique:
 - Proper delegation to gain time.
 - Establishing a "Win-Win" delegation
 - Why people don't delegate?
 - Effective delegation techniques.
5. The 80/20 Principle
 - What is 80/20 Principle?
 - Separating the trivial many from the vital fews.
 - How to think 80/20
6. Time-saving Techniques
 - Dealing with interruptions
 - Managing phone calls
 - Organizing the workplace
 - Other useful tips

7. Case Study & Exercises:
- Individual and group exercises
 - Video
 - Delegation role-play
 - Group discussions

COURSE OBJECTIVES :

At the end of the course, participants will..

- Understand the principles of time management.
- Learn the important habits for Personal Effectiveness
- Recognize and learn how to align time-based activities to personal mission.
- Learn effective scheduling techniques
- Learn the proper delegation techniques
- Learn the 80/20 principle
- Learn time-saving techniques and tips

WHO SHOULD ATTEND:

- Leaders, Entrepreneurs, Project Managers
- Managers, Engineers, Executives, Supervisors – all those who aspires to have better control of their time and improve their personal productivity.

ADMINISTRATIVE DETAILS

Duration : 2 days
Time : 9.00am – 5.00pm
Venue : In-house or external training program

Language Medium: English

TRAINER:

Nelson Kok is a graduate from the Universiti Sains Malaysia, and holds a Master in Business Administration and B.Sc (Hons) degree in Physics. He has more than 19 years of work experience, working with both multinational companies such as AT&T Consumer Products Pte Ltd, Corner Peripherals Sdn Bhd, Read-Rite (M) Sdn Bhd, and as well as local companies such as Globetronics Technology Berhad, Amquest Sdn Bhd and GGN Solutions Sdn Bhd. He is currently an entrepreneur running his own business and also an external consultant to various training providers.

He started his career as a Production Supervisor, Production Manager, HRD/Training Manager, TQM Manager and IT Manager. In the last 5 years, he held the position of General Manager in an Information and Communication Technology (ICT) company where he gained Internet Technology (IT) skills and entrepreneurial experience. Throughout his career, he was a certified trainer for many management, quality and productivity programs such as *5S Good Housekeeping, SPC, QCC, Quality Improvements using 7QC Tools, 7 Steps Problem Solving, QIT, TQM, MRP II, ERP, Team Building Program, Effective Meetings Workshop, Effective Supervisory Skills, Problem Solving & Decision Making, Effective Time Management, Motivation At Work, Frontline Leadership Program, and 7 Habits of Highly Effective People*. He has also conducted many quality audits and was directly involved in company's ISO 9002 and Quality Management Excellence Award (QMEA) certifications. He is currently involved in research, development and marketing of Internet Control Solutions and software packages. Nelson's area of specialization is in helping organizations to achieve higher productivity using proven Management, Quality and IT tools and techniques.