

Effective Time Management Skills: Making Every Minute Count

for All personnel who wish to manage time effectively



23 March 2015 (9.00 am – 5.00 pm), Sunway Hotel Seberang Jaya

Effective time management is one of the most vital skills leaders can develop. Successful businesses adhere to the principle that time is money. In fact, time is more than money because we cannot really bring back the past with money. All of us have the same number of hours in a day, and no amount of effort can change that. What we can influence is how we spend those hours.

Most of the time we think that we still have time to do certain things in the near future but the uncertainty of life may catch us by surprise. When we are heedless, time can really fly us by without a trace except for the regrets. I have always believed: to keep a better grip on time management, one must **think that he/she has not enough time in the beginning** of a particular mission. That sense of urgency can push us to do things faster with more focus. The companies that thrive in today's economy will be those that can shift their cultures from the slower pace of business-as-usual to urgency.

Time management skills are skills that employ prioritization and planning. Whether in business or in your personal life, time management is an important skill to have to ensure that you make the most of the limited time you have available each day. Good time management will result in deadlines being met, important tasks being completed and also reduce the risk of work taking over your personal and social life since you have become more efficient and productive.

A quote from Alan Lakein sums up how important time management truly is:

"Time = Life, Therefore, waste your time and waste your life, or master your time and master your life."

Learning Objectives/Outcomes

- ✓ To recognize common time management mistakes
- ✓ To learn and apply more effective time management skills
- ✓ To create a sense of urgency for greater business competitiveness

100% SBL claimable

Normal Fee: RM400 per participant

Register by 09 Mar 2015, or Group of

2 or 3 Participants: **10% Discount**

Group of 4 or 5: **15% Discount**

Certificate of participation will be awarded upon completion of the program

Program Outline

- Common Time Management Mistakes
- Effective Time Management Skills
- The Swiss Cheese Method
- Identify & Handle Bottlenecks
- Time Management Grid
- Create A Sense Of Urgency



The Trainer

Mr Aw Sin Jam holds a BA (Hons) with an overall GPA of 3.96 (out of 4.00) in Organizational and International Communication, cognate Industrial Psychology and Business from The University of Oklahoma, USA. With his excellent academic and research results, he received Cleo Cross International Student Scholarship (USA), a scholarship normally presented to one student per country only, in 1994. He was named Best Undergraduate in Communications Department for year 1994-1995, one of the first foreign students to attain such an achievement. Mr Aw has more than 15 years of professional and industrial experience in Human Resource Management and Administration. Public presentation, event management and sales/marketing are also his forte. Throughout his career so far, Mr Aw has assumed the positions of Director, Manager, Assistant Manager, Executive and Personal Assistant to CEO.

Always believes in setting new standard of excellence, Mr Aw has managed and conducted various training programs and workshops for supervisors up to General Managers both in English, Bahasa Malaysia and Mandarin. He has designed supervisory, management and motivational training programs for factories, business companies as well as government bodies. He has conducted an inspiring training program on "Effective Factory & Organizational Management" at Universiti Sains Malaysia. He has also presented his paper at SMIDEC workshop/conference and at the same time written articles for local newspapers. Mr Aw's program design, presentation and interaction are different from the common approach and thus stimulate the mind of the participants. One thing is for sure, his program is exciting and worth looking forward to. He welcomes new and challenging ideas. Mr Aw holds a CTM in public speaking from the Toastmasters International and was the 1st runner-up for the Toastmasters N1 (Penang) English Speech Competition in 1999

For Registration Form, Contact Miss Ng or download from www.XcelLearn.com

Customised In-house training also available.

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"Excel in Learning for Superb People and Organisation Performance"

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REGISTRATION FORM

	Name of Participant(s)	I/C No	Designation	Vegetarian(✓)
1.				
2.				
3.				
4.				
5.				

Company Name _____

Company Address _____

Contact Person _____

Designation _____

Tel _____

Fax _____

Email _____

Nature of Business _____

Enclosed is the Cheque (No: _____) of RM _____, crossed and made payable to **"XCELLEARN RESOURCES BHD"** (AmBank (M) Berhad A/C No: 093-201-200414-5).

Do you need us to assist you on the booking of hotel accommodation?

Yes

No

If yes, please specify:

Check-in Date _____

Check-Out Date _____

* The hotel accommodation is subject to availability. Please re-confirm with the coordinator before the training and make payment directly to the hotel on the training day.

Terms & Conditions

1. The above registration fee is 100% claimable under SBL scheme. Please apply to HRDF for approval before the commencement of the program.
2. The fee is inclusive of training materials and meals (2 Tea Breaks and 1 Lunch) at the hotel.
3. If notice of withdrawal is given in writing before the confirmation of your registration, no fee is charged. No cancellation is allowed once confirmation letter is forwarded to you. If the registered participant is unable to attend, a substitute is allowed. No refund if participant does not turn up or being substituted on the training day.
4. Cheque should be crossed & made payable to **"XCELLEARN RESOURCES BHD"** 1 WEEK BEFORE training.
5. **XcelLearn** has the right to change the dates, time, venue, trainer or cancel the training scheduled due to circumstances beyond its control.

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