

EFFECTIVE TIME & STRESS MANAGEMENT

Date, Time & Venue

28 & 29 November 2019 (Thursday & Friday)

9.00 am – 5.00 pm

NKF Training Centre, C23-03, Block C, 3-Two Square,
No. 2, Jalan 19/1, 46300 Petaling Jaya, Selangor.

NKF TRAINING SDN. BHD.

on behalf of



Who Should Attend

Directors, Supervisors, Executives
and Managers across all
departments

Introduction

Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments that have been pushed in our direction. The key to tackling this situation is effective time management. It is more important than ever to develop highly effective time management skills to minimise stress, increase productivity, overcome procrastination and effectively delegate. This is a 2-day intensive workshop specially designed to equip participants with the essential skills to prioritise and manage time effectively. Through this workshop, participants will be led through a sequence of actions which will lead them to develop a personalised time management toolkit for their existing workload at the office. This toolkit is completely usable, practical and ready for immediate implementation.

Course Outline

Module 1: Put First Things First
Module 2: Urgent/Important Matrix
Module 3: Work Prioritisation
Module 4: Reviewing Performance
Module 5: Using Technology for Scheduling
Module 6: Using Mobile Application to Track Task List
Module 7: Sharpen the Saw to Release Stress
Module 8: Strategies to Manage Stress

Learning Outcomes

- Learn to prioritise effectively
- Use the URGENT/IMPORTANT matrix
- Gain lasting skills to tackle procrastination
- Learn to easily handle high pressure, crisis situations
- Master when & how to delegate for maximum productivity
- Learn to set daily rituals for better productivity
- Learn to use Google Calendar as a scheduling tool
- Learn to use Evernote as an organizing tool

Course Methodology

This workshop employs adult learning techniques which include active learning strategies to facilitate understanding and retention. Participants will spend approximately 80% of the time in individual or group activities which allow them to learn, develop and practice specific skills. A workbook is used to facilitate the workshop and additional notes will be handed out where necessary.

Course Fee

Early Bird Rate: RM 680/pax (before 15th November 2019)

Standard Rate: RM 730/pax

Group Registration:

RM 680/pax (Minimum of 3 pax)

*Course fee is inclusive of meals and kits.

Trainer

AZMI SHAHRIN

- HRDF-certified trainer
- Bachelor of Accounting & Economics (Hons) – University of Kent, United Kingdom
- Master in Economics (Distinction) – University of Malaya
- TOEIC Certificate (Gold)
- Distinguished Toastmaster (DTM)

Registration

To register, please fill up the registration form and email it to us at training@nkf.org.my or fax it to **03-7960 2359**
Due Date : 22nd November 2019

LIMITED SEATS ONLY. RESERVE YOUR SEATS NOW!

Contact Us

Please do not hesitate to contact us if you have any further queries:

Pn. Farah / Pn. Khairani | Tel: 603-7960 2301/02 | Fax: 603-7960 2359 | Email : training@nkf.org.my



**REGISTRATION FORM
EFFECTIVE TIME & STRESS MANAGEMENT**

Name of Participant: _____ I/C No.: _____

Designation : _____ Mobile No.: _____

Company : _____

Address : _____

Telephone No. : _____ Fax No. : _____

Email Address : _____

Group Registration: Please provide name list with I/C number

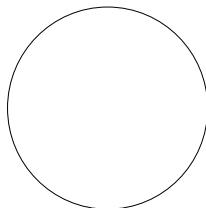
No.	Name	I/C No.

Registration type	Course Fee
Individual Registration	<input type="checkbox"/> RM 680.00 (Early Bird – before 15 th November 2019) <input type="checkbox"/> RM 730.00 (Standard Rate)
Group Registration (Minimum of 3 pax)	<input type="checkbox"/> RM 680.00 X (No. of Pax : _____) Total = RM _____

*Management has the right to change the date of the event with notice given in advance.

*All payments (i.e. fund transfer/internet banking/cheque) are to be made in favour of the “NKF Training Sdn. Bhd.”, CIMB Bank Account No.: **8010129570**. Please email/fax to us a copy of the payment receipt/slip.

I/We hereby declare that I/we have read and understood the contents of the privacy notice of NKF displayed on the NKF website at www.nkf.org.my and confirm my/our consent for NKF to use my/our personal data for the purposes and to the parties stated in the privacy notice.



Signature of Employer

Company Stamp

Date :

CLOSING DATE FOR APPLICATIONS NOT LATER THAN 22nd NOVEMBER 2019

Please fill up this registration form and **email** to us at training@nkf.org.my or **fax** it to **03-7960 2359**