

# PUBLIC PROGRAMME

Certificate of attendance provided

\* minimum of 75% attendance

26-27 March 2019  
Date: 7-8 October 2019

## TIME & STRESS MANAGEMENT FOR PERSONAL EFFECTIVENESS

Time: 9.00 am - 5.00 pm  
Venue: DreamEDGE, Cyberjaya  
Code: SSB1

### OVERVIEW

Each and every one of us has 86,400 seconds a day and yet some seem to accomplish more than us. We are always busy with daily demands at home and at workplace that we have no time left to do the important things in life and may cause us to stress ourselves out. How can some people manage their time better than us? Do they have assistant at home and at work? Do they have less work?

This course will equip participants with the knowledge on how to manage time effectively, conquer procrastination, eliminate time wasters, reduce stress, get the most out of 86,400 second a day and have greater personal productivity and efficiency.

### OBJECTIVE

- Identify personal time wasters.
- Adopt strategies to eliminate barriers to successful time management.
- Recognise the cause of procrastination and conquering the habit.
- Set goals using SMART Principles.
- Explain ways to reduce stress with eat right, exercise right method.
- Develop action plan to manage time and stress more effectively.

### METHODOLOGY

- Training material : English language
- Lecture : Malay and/or English language
- Activities
- Q&A

### TARGET

- Officers and executives who want to manage time and stress effectively and get the most out of their 24-hours a day.

### COURSE CONTENT

- Realities of Time
- Be SMART
- Strategies At Work
- Time Management Action Plan
- Stress and Health Impact
- Managing Stress
- Practical Tips
- Stress Management Action Plan

### LEARNING OUTCOME

At the end of the training, participant will be able to:

- Develop an effective time management system.
- Get any task done on time.
- Plan and set time objectives.
- Differentiate types of stress and stressors.
- Recognise the sources and signs stress.
- Take steps in handling stress.
- Use techniques to manage stress at workplace.

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### REGISTER NOW!

#### NORMAL PRICE

**RM1,750 Per Pax**

\*closing date : 19 Mar. 2019  
30 Sept. 2019

#### EARLY BIRD PRICE

**RM1,550 Per Pax**

\*before : 19 Feb. 2019  
30 Aug. 2019

#### GROUP PRICE

**RM1,450 Per Pax**

\*min three (3) pax



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