

# PUBLIC PROGRAMME

Certificate of attendance provided

\* minimum of 75% attendance

## MANAGING PRIORITIES, MANAGING SELF EFFECTIVE TIME & STRESS MANAGEMENT

Date: 3-4 May 2021

Time: 9.00 am - 5.00 pm

Venue: DreamEDGE, Cyberjaya

Code: SSB2

### OVERVIEW

In today's less structured and information-driven workplace, our daily dilemma is that we have too much to do and not enough time to do it. With critical deadlines, competing and/or changing priorities and an avalanche of information to digest, individuals often feel overwhelmed if not stressed. Being able to manage time effectively is basic to managing individual and organisational performance.

This course helps participants to understand their own time management problems; establish and maintain a system for prioritising; plan their time, identify and change their poor work habits.

### OBJECTIVE

- To balance the conflicting demands of time for leisure, earning money and other.
- To have some skills for effective time management.
- To know how to organising time by identify areas of life where wasting time.
- To set meaningful goals and objectives.
- To empathise and relate well to people especially in group projects.
- To prioritise, manage and plan more effectively.
- To improve health & social life.

### METHODOLOGY

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

### TARGET

- Anyone who wish to get more out of life and get more done in the time they have available

### COURSE CONTENT

- Key to Effective Time Management
- Time Management & Stress: Creating Work-Life Balance
- Mastering Time & Managing Goals Setting  
Stress Relieve Busters

### LEARNING OUTCOME

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

- Know and understand the difference of important and urgent of time management.
- Know how to overcome "I DON'T HAVE TIME" syndrome.
- Manage YOUR TIME with full potential.
- Maximise application of the principles of time management to increase productivity on the job and at home, and enhance the quality of work with less stress.
- Understand and recognise the different work styles, and learn to better understand self.
- Empathise and relate well to people especially in group projects.

Organised by



**REGISTER NOW!**

**NORMAL PRICE**

**RM1,750 Per Pax**

**\*closing date : 26 Apr. 2021**

**EARLY BIRD PRICE**

**RM1,550 Per Pax**

**\*before 12 Apr. 2021**

**GROUP PRICE**

**RM1,450 Per Pax**

**\*min three (3) pax**



Office Address : C-16-01, Level 16, iTech Tower,  
Jalan Impact, Cyber 6, 63000  
Cyberjaya, Selangor

Phone Number : +603 8320 3800  
Email Address : [training@dreamedge.jp](mailto:training@dreamedge.jp)  
Website : [www.dreamedge.jp/training](http://www.dreamedge.jp/training)