



course : Priority Management: Optimizing Time, Workflow & Productivity

City : Kuala Lumpur
Start Date : 2025-12-01
Period : 2 Weeks

Hotel : Kuala Lumpur
End Date : 2025-12-12
Price : 5925 \$

HighPoint Training and Management Consultancy
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Course Overview

In today's fast-paced business environment, managing stress, time, and communication effectively is essential for personal and organizational success. This course equips participants with the knowledge and skills to manage workplace pressures, improve personal productivity, communicate with impact, and influence others constructively. By integrating stress management, time management, and communication techniques, participants will enhance their professional performance and interpersonal effectiveness.

Course Objectives

By the end of this course, participants will be able to:

- Identify and manage sources of stress for themselves and their teams.
- Develop strategies to manage time efficiently and prioritize tasks effectively.
- Enhance personal effectiveness, motivation, and confidence.
- Apply advanced communication, persuasion, negotiation, and influencing skills.
- Present information confidently and professionally to individuals and groups.
- Improve interpersonal relationships, team collaboration, and leadership effectiveness.

Target Audience

- Managers, team leaders, supervisors, and HR professionals.
- Employees seeking to improve stress resilience, time management, and communication skills.
- Professionals aiming to enhance leadership, negotiation, and influence within their organizations.

Methodology

Interactive Presentations: Clear explanation of core concepts and techniques.

Role Plays & Simulations: Practical exercises to apply stress management, communication, and persuasion skills.

Group Exercises & Workshops: Collaborative problem solving and team-based learning.

Self-Assessment & Reflection: Evaluate personal stress triggers, communication style, and effectiveness.

Video Demonstrations & Case Studies: Illustrate best practices and real-life scenarios.

Continuous Feedback & Coaching: Immediate guidance to reinforce learning outcomes.

Course Outline

Day 1: Managing Stress & Time Effectively

- Understanding stress: causes, physical and behavioral signs.
- Identifying personal and workplace stressors.
- Techniques to manage pressure and maintain work-life balance.
- Time management: prioritization, planning, and scheduling activities.
- Managing interruptions, distractions, and conflicting demands.

Day 2: Personal Effectiveness & Self-Management

- Personal effectiveness and self-discipline.
- Identifying personal strengths, weaknesses, and 'time-stealers.'
- Managing yourself, others, and meetings effectively.
- Delegation techniques for increased productivity.
- Developing proactive habits and continuous self-improvement strategies.

Day 3: Communication Fundamentals & Influence

- Understanding communication types: intrapersonal, interpersonal, and interactive synergy.
- Non-verbal communication and personal presentation skills.
- Active listening and responding effectively.
- Understanding communication cycles and the power of words.
- Building self-awareness and confidence in communication.

Day 4: Advanced Communication & Persuasion Skills

- Organizing and delivering effective presentations.
- Public speaking techniques and overcoming presentation fears.
- Strategies for influencing, negotiating, and persuading others.
- Cross-cultural communication and audience analysis.
- Applying visual communication and storytelling for impact.

Day 5: Applying Personal Influence & Professional Excellence

- Developing a communication action plan for personal and organizational goals.
- Using strategic communication to enhance decision-making and team collaboration.
- Integrating stress management, time management, and communication skills in daily work.
- Maintaining motivation and a positive mindset under pressure.
- Summary, practical application, and evaluation of learning outcomes.

Certificates

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates.
Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.