



course : Time Management and Personal Effectiveness

City : Kuala Lumpur
Start Date : 2025-11-17
Period : 1 Week

Hotel : Kuala Lumpur
End Date : 2025-11-21
Price : 3950 \$

HighPoint Training and Management Consultancy
هاي بوينت للتدريب والاستشارات الإدارية

info@highpointtc.com
www.Highpointtc.com
UAE - Dubai
+971 50 360 6133



Course Overview

Participants in this Time Management and Personal Effectiveness training course will gain essential strategies to optimize their schedules and enhance productivity. By mastering time management and personal effectiveness skills, attendees will become proficient in prioritizing tasks, setting realistic goals, and minimizing stress in both professional and personal contexts.

This training emphasizes practical strategies, such as task delegation, overcoming procrastination, and utilizing time-blocking techniques to create an efficient workflow. Graduates will leave with enhanced abilities to lead by example, foster a productive workplace culture, and consistently meet deadlines without compromising quality. These skills not only facilitate personal success but also elevate team performance and contribute to achieving organizational objectives.

Course Objectives

Help participants manage their time and the time of others effectively.

Provide opportunities to explore time management principles, exchange ideas, and learn practical tips and techniques.

Enable participants to review their current work practices and create actionable strategies to work smarter.

Encourage proactive professional development and provide tools to support ongoing learning.

Target Audience

All professionals and administrative staff who have discretion over managing their time and need to balance priorities to meet immediate demands and longer-term objectives.

Methodology

This training course combines multiple learning techniques to ensure practical application:

- In-depth case studies to explore real-world scenarios.
- Management games to foster teamwork and strategic thinking.

- Simulations for practicing new skills in a safe environment.
- Discussion exercises for collaborative problem-solving.
- Self-assessment tools to identify strengths and areas for improvement.
- Video training segments illustrating best practices.
- The course emphasizes practical steps that participants can apply directly to their roles to enhance personal and organizational effectiveness.

Course Outline

Day 1: Dimensions of Time Management & Personal Effectiveness

- Programme Introduction and Objectives
- Action Planning and Enhancing Personal and Team Effectiveness
- Making the Most of Office Technology
- Chronistic Intelligence
- Time-Stealers and Costs of Poor Time Management
- Priority Setting – Rational and Emotional Approaches
- Ten Principles of Effective Time Management
- Handling and Making Requests
- Behavioural Analysis and Time Management

Day 2: Personal Planning Systems / Interruptions / Project Planning / Stress

- Getting the Best from Diaries and To-Do Lists
- Proactive Planning to Meet Key Responsibilities
- Developing Time-Based Planning – Daily, Weekly, Monthly Plans
- Handling Interruptions – Developing a Time-Sensitive Culture
- Planning Project-Type Work
- Principles of Critical Path Analysis and Implications for Priority Setting
- Understanding Stress and Managing Stress in Self and Others
- Dealing with Change – Taking and Giving a Positive Response

Day 3: Getting the Best from Other People / Communication / Meeting Skills

- Delegation – Giving and Receiving
- Team-Working and Team Building
- Improving Communication and Working Relationships

- Assertiveness
- Effective and Efficient Meetings – ‘Everybody’s a Chairbody’

Day 4: Office Ergonomics / Managing Information / Efficient Reading & Writing

- Optimizing the Office Environment
- Handling the Paperload and Developing Paperless Systems
- Managing Emails
- Improving Management Reporting Efficiency
- Using and Developing Relational Databases
- Business Writing – Principles of Rapid Composition
- Rapid and Efficient Reading – Digesting and Retaining Information
- Mind-Mapping Techniques

Day 5: Developing Creativity / Continuous Improvement / Self-Development

- Developing Creativity in Self and Others
- How the Brain Works and Creative Thinking Techniques
- Developing a Culture of Continuous Improvement
- Implementing Change Initiatives
- Influencing Skills – Making a Case and Managing Organizational Politics
- Continuing Professional Development – A Proactive Approach
- Programme Review and Action Plans