



JUNE

20-21

DORSETT GRAND **SUBANG**

JULY

15-16

G HOTEL GURNEY **PENANG**

A 2-DAY COURSE ON

EFFECTIVE Time Management & Personal Effectiveness at Your Workplace

HIGHLIGHTS

- What Is Your Monetary Value?**
- Create Your Time Log**
- Time Management Matrix**
- Balanced And Satisfying Life**
- Prioritizing And Multi-Tasking Your Daily Tasks**
- Personal Styles In Managing Time**
- The Right Tools**
- Managing E-Calendar**
- Behavior Vs. Goals**
- Discipline, Habits, And You**



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bridging present and future
organizational needs.

OBJECTIVES

This course is designed to educate you on the effective principles of time management at work and how to apply them on a daily basis in order to produce optimum results at your workplace.

Many of us go through much stress at work due to too much tasks or “work never gets done”. Many of us bring this emotional baggage back home and upset our loved ones. How to identify productive tasks which are important to your boss? What are the “value” of simple tasks such as filing, answering calls and photostating document?

Discover the right concept to work on “urgent” tasks given by your boss. Learn how to prioritize your daily task effectively. Create your own personal time management system using the right tools. Reduce stress, add in some fun, create a “value added” life by balancing your career and family.

AFTER ATTENDING THIS COURSE, YOU’LL RETURN TO YOUR JOBS...

1. Analyzing your time “value” at work.
2. Identifying what are considered productive tasks.
3. Prioritizing and multitasking daily tasks accurately and quickly.
4. Understanding your own time management styles.
5. Achieving greater satisfaction in life by managing time effectively.

WHO SHOULD ATTEND

Specially for Secretaries, Supervisors, Office Administrators, Accounts/Operational /Technical Support / Engineers, Officers, Executives and Asst Managers.

METHODOLOGY

This is a highly practical workshop with many hands-on activities to allow participants to experience what they learn immediately. Some of the methodologies used are:

- Problem analysis
- Case study role play
- Games
- Group discussion
- Lecture

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TRAINER'S PROFILE

MS. ANANTHY SANKARAN holds a B. Econs. (Business Administration) and Masters Degree in Civilization Studies (M.A.Civilization) from University Malaya. She is also a HRDC (Human Resource Development Council) certified trainer.

During her 14 years of experience as a Corporate Trainer (trained more than 2000 staff from various sectors), she has developed vast experience in the full spectrum of all Management Development areas. She also won the prestigious "Best In-house Trainer" award from a top-notch Training and Consultancy firm in the country.

She has traveled extensively to all parts of the country to conduct various "human behavioral" workshops to enhance peoples' ability and attitude to perform better at the workplace. Her areas of expertise or most popular training workshops are Thinking Skills, Motivation, Communication, Leadership, Customer Service, Supervisory, Self-improvement, Change Management, Interpersonal Skills, Time Management, Teambuilding, Managerial/ Executive/ Clerical Development, and many other Administrative Skills enhancement programs.

Ananthy has marketed, trained, coordinated and developed programs for multinationals and local conglomerates from various sectors such as CIMB, Maybank, Bank Rakyat, Malaysian Institute of Insurance(MII), MAA, Prudential, SME Corp, BP Chemicals, PERODUA, PROTON, NAZA Group, Titan Chemical, KFC, Khazanah Bhd, Brother Industries, Sheraton Hotel, Istana Hotel, IJM Properties Bhd, and many more.

Among many government bodies she has conducted successful in-house programs are; Jabatan Perdana Menteri, Jabatan Sumber Manusia, PSMB Bhd, PDRM, LHDN, PERKESO, TNB, MPSA, JPA and Jabatan Akauntan Negara to name a few.

Ananthy was on the panel of PERHEBAT (Perbadanan Hal-Ehwal Angkatan Tentera) trainer where she had conducted Entrepreneurship and Motivation programs for Cadets, Majors, and Colonels.

She has undertaken successful insurance merger projects such as MNI and Takaful whereby she was part of the "changing mindsets" team and conducted a series of "Managing Change" programs for more than 300 staff of different levels.

A few major training projects conducted by Ananthy include facilitating 400 Line Leaders from Perodua to enhance their core competency skills and forming a positive work culture for more than 200 staff of Naza Kia, Toyota Assembly, Proton, and Volvo.

Her success story also includes improved Corporate Communication skills for more than 300 staff of Titan Chemicals and part of the Supervisory program for UNIMAS Sarawak.

Her programs are easy to understand as she uses simple, interesting, and practical tools as methodologies in all training courses. It focuses on changing people's mindsets to become more productive and proactive at work. All companies have seen positive results and many participants were happy to mention that some key concepts shared during the training sessions were able to change the way they think.

A firm believer in "Behind Every Successful Organization Is A Well-Trained Team of Committed People", Ananthy conducts highly interactive programs, both in English and Bahasa Malaysia, to ensure productive, economic, and personal growth for all participants.

DAY 1

0900 **WHAT IS YOUR MONETARY VALUE?**

- Do You Have Enough Time?
- The Paradox of Time
- Calculate Your Monetary Value at Office

1030 Morning Coffee

1045 **CREATE YOUR TIME LOG**

- List of Daily Task
- Routine and Periodic Task
- Identifying Your Habits

1200 **TIME MANAGEMENT MATRIX**

- Identify Your Activities
- Manage Your Work Quadrant
- Learn Your Productive Task

1300 Lunch

1400 **BALANCED AND SATISFYING LIFE**

- Clear Goals During Younger Days
- Blur Goals vs. Clear Goals
- Corporate and Individual Goals
- Simple Steps To Achieve Goals

1530 Afternoon Tea

1545 **PRIORITIZING AND MULTI-TASKING YOUR DAILY TASKS**

- Identify The Important Tasks
- Learn How To Multi-task
- Working More Efficiently

1700 End of Day 1

DAY 2

0900 **PERSONAL STYLES IN MANAGING TIME**

- The Pareto Concept
- Monochronic vs. Polychronic Styles
- Style Vs. Situation: How To Reduce Interruptions
- Understanding Work Priorities

1030 Morning Coffee

1045 **THE RIGHT TOOLS**

- List of Tools
- Choosing Your Own Tools
- How To Suit Your Tools With Work

1200 **MANAGING e-CALENDAR**

- Customize Setting Format
- Simple Planning
- Setting Reminders

1300 Lunch

1400 **BEHAVIOR VS. GOALS**

- Professional Relationship vs. Personal Relationship
- Identifying Your Behavior
- What is Required From You at Work?

1530 Afternoon Tea

1545 **DISCIPLINE, HABITS AND YOU**

- Eliminating Negative Habits
- Showing Confidence
- Setting Professional Image

1700 End of Course

