



Managing Your Time Monster

September 19, 2018 | 9.00am - 5.00pm | Shah Alam Convention Centre

FACILITATOR

Ms Sharon Low has ten years working experience in the oil and gas industry and a further three years in the banking arena. She has developed a strong expertise and corporate network in the fabrication industry. She has acquired financial knowledge during her time in banking industry. Qualified with a Master in Business Administration (MBA) from the University of Sunshine Coast, Australia she is now pursuing her Ph.D at the University of Malaya. She has successfully obtained the Certification in Training from Pembangunan Sumber Manusia Berhad and has conducted various management courses for corporations in different States of Malaysia. She is proficient in English, Bahasa Malaysia as well as Mandarin. With a strong belief that everyone is special and can change to deserve a better life, her workshops involve practical application, active interaction and experience sharing.

OBJECTIVES

- Manage time effectively
- Prioritise work accordingly
- Increase productivity
- Get things done impeccably

CONTENTS

- **Time Management**
 - What is Time?
 - Spot the Common Time Monster
 - The Importance of Managing Time
- **Priority Matrix**
 - Getting Your Priorities in Order
 - Priority Matrix in Practice
- **Keys for Effective Time Management**
 - Truly Eliminating Procrastination
 - Concentration and Focus
 - Minimising Distraction

ADMINISTRATIVE DETAILS

Dates : **September 19, 2018**

Time : 9.00 am – 5.00 pm

Venue : **Shah Alam Convention Centre**

No. 4 Jalan Perbadanan 14/9

40000 Shah Alam, Selangor Darul Ehsan

Fees : FMM Members – RM 800 per participant

Non Members – RM1,100 per participant

(Fees include course materials, Certificate of Attendance, lunch and refreshments)

*** Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

WHO SHOULD ATTEND

All levels of employees

METHODOLOGY

An interactive session with practical application, exercises, personal coaching and sharing

IN-HOUSE TRAINING AVAILABLE

For further enquiries, please contact:

Siti Nazihah / Azrini
FMM Institute

Tel: 03-62867200 Fax: 03-62776712

Email: training@fmm.org.my

Visit us at: www.fmm.edu.my

Registration is on a first-come first-served basis. Cheques made in favour of "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

REGISTRATION FORM

Managing Your Time Monster

September 19, 2018 (Wednesday) Shah Alam Convention Centre

The Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme: SBL Non Contributor

Require vegetarian meal: Yes No

Dear Madam,

Please register the following participant(s) for the above programme:

(To be completed in **BLOCK LETTERS**)

1. Name **Designation** **E-mail**

Nationality **IC No.**

2. Name **Designation** **E-mail**

Nationality **IC No.**

3. Name **Designation** **E-mail**

Nationality **IC No.**

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____ GST Registration No.: _____