



# KEMAHIRAN KETUA PASUKAN DALAM MENGURUSKAN BEBANAN KERJA PELBAGAI (MULTI TASKING)

📅 April 24-25, 2024 (Wednesday-Thursday) ⌚ 8.45 am – 5.00 pm 📍 FMM Institute Perak

**M**ost professionals say that multitasking has become essential in the fast-driven world we live in. It has become a popular way to accomplish multiple tasks. But, there is an opposing view that questions its effectiveness. This course provides a closer look at what multitasking is and how it can be integrated into your work can help you improve your skills



## COURSE CONTENTS

### PENGENALAN

- Memahami keperluan bisnes
- Apa itu **Multitasking**?
- Salah faham tentang multitasking
- Kelebihan dan kekurangan
- Perbincangan Contoh-contoh

### SENARAI AKAN-BUAT (TO-DO LIST)

- Perancangan : Menulis dan memahami matlamat prestasi anda
- Menulis senarai akan-buat membantu anda kekal bersedia dan mengingati tugas penting yang perlu disiapkan
- Langkah menulis To-Do List yang berkesan
- Latihan

### MEMBUAT KEUTAMAAN

- Memahami kuadran pengurusan masa
- Menetapkan dan mengetahui masa yang diperlukan diperuntukkan bagi setiap tugas

- Bagaimana untuk menyusun dan membuat keutamaan dan menepati tarikh tamat
- Latihan

### MENGHIMPUN TUGASAN BERKAITAN

- Memilih untuk menghimpun tugas-tugas yang saling berkaitan
- Melakukan "Grouping" bagi memudahkan konsentrasi
- Latihan

### MENGELAK DISTRAKSI

- Mengekalkan fokus
- Apa itu distraksi dan contoh
- Mengelak sebarang distraksi yang menghalang kelancaran tugas.
- Cara menghadapi distraksi
- Latihan

### MEMANTAU PROGRES

- Pemantauan supaya kekal dalam jadual
- Tindakan terhadap kelewatan
- Latihan

### DELEGASI TUGAS

- Apa itu delegasi
- Mendelegasi tugas dan berkongsi beban kerja
- Faedah delegasi
- Bagaimana melakukan delegasi dengan efektif
- Latihan

### PEMBENTUKAN TABIAT

- Memahami sikap anda
- Memahami Pemikiran, Perasaan dan Perlakuan
- Latihan minda untuk perubahan kearah pembentukan tabiat
- Latihan

### REHAT DAN SEMAK

- Pentingnya kesegaran tubuh dan minda untuk mengesan kesilapan dan mengelak salahfaham

### MERANCANG TUGASAN SETERUSNYA

- Mulakan dengan tugas paling mencabar
- Membuat pelan untuk selesaikan isu-isu yang timbul/bakal timbul

## OBJECTIVES

Participants will cover steps to improve multitasking skills

## WHO SHOULD ATTEND

Operation staff, leaders, supervisors, Executives, Managers

## TRAINING METHODOLOGY

Lectures, group discussions, Management games/activities, case studies, video, role play

## LEARNING OUTCOMES

At the end of this course, participants will be able to

- Make a to-do list
- Prioritize tasks
- Solve tasks in a small block
- Avoid any distractions
- Monitor job progress efficiently
- Delegate tasks effectively
- Apply a good habit of multitasking
- Plan job ahead

## TRAINER

**ENCIK KHAIRUDDIN BIN IBRAHIM** who holds a B. Econs. (Hons) from IIUM is a certified Quality Engineer and a certified PSMB Trainer. En Khairuddin has more than 20 years of working experience and has held various management positions in MNCs particularly in the manufacturing functions such as Administration & HR, Training & Development, Production Planning, Production Control, Product Development and Warehouse. To date, En Khairuddin has conducted trainings on various topics, including Leadership, Performance Improvement, Conflict Resolution, Motivation, Teamwork, Creativity & Innovation, Positive Work Attitude, Training Delivery, Problem Solving, 7QC Tools & QCC, Delegation, Time Management, Handling Difficult Employees, Supervisory Skills, NLP for Supervisors, Product Development, 6S, Selling Skills, Customer Service and Teambuilding.

**ENCIK KHAIRUDDIN** who has more than 11 years of experience in training, has conducted numerous trainings for participants from a diverse range of organizations, which include DEM Draeximaier, IND Concrete Products, MMC Electronics, Murata Electronics, Voith Paper Fabrics, YTY Industry, SDKM Technologies, D'Aquarian, Meru Valley Resort, Polyparts, Temerloh Mill, Takashima Woodwork, Ipoh Port, Kurz Production, Sagami Manufacturer, GB Kuari, Kencana Petroleum, BKB Hevea Products, Leighton Contractors, Nihon Superior, Prima Precision, Yokohama Reclamation, Takasima Industries, Grade One Machine Shipyard, Sanctuary Health, Plas-Tec, Meadow Garden, QL Foods, Aliran Utara, DQS, Pantai Hospital and many more. He has made training and learning interesting through sharing of real life experience. His participants from all levels have found his training lively, highly effective and practical that can be applied at work place.

**Closing Date: APRIL 17, 2024**

## COURSE DETAILS

Date **April 24-25, 2024 (Wednesday-Thursday)**

Time **8.45am - 5.00pm**

Venue **FMM Institute Perak**

**No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**

Medium of Instruction **B.Malaysia**

CPD **14 hours**

Fees  **Members RM810.00/pax**

**Non-Members RM972.00/pax**

*(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)*

## ADMINISTRATIVE DETAILS

### HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : **475427W\_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

### DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

### REGISTRATION

- Upon Faxing/Mailing the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

### PAYMENT

- Cheques** made in favour of "**FMM Institute**" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100%** is a **must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

### CANCELLATION

Must be in Writing with Reasons 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

~ Registration Form ~

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FMM Institute

No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name		Designation	
			HP No	
	NRIC		Email	
2.	Name		Designation	
			HP No	
	NRIC		Email	
3.	Name		Designation	
			HP No	
	NRIC		Email	

*(Please attach a separate list if space is insufficient)*

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the "**FMM Institute**".

Submitted by:

Name:	Designation:		
Company:	Tel:	Fax:	
Address:			
Email:	FMM Membership No		