FEDERATION OF MALAYSIAN MANUFACTURING
CO.NO: 196801000309 (7907-X)
(JOHOR BRANCH)

PROGRAMME NO : 10001789424

FEDERATION OF MALAYSIAN MANUFACTURING

Better Time Less Stress A Healthier You

FMM WORKSHOP ON

EFFECTIVE TIME AND STRESS MANAGEMENT

Taming the Time Monster and Overcoming Stress



Date
December 16, 2026
(Wednesday)

Time
8:30am – 5:00pm

Venue
FMM Johor Branch

KEY LEARNING OUTCOMES

Manage Time Effectively
Evaluate time usage, minimise time-wasting activities and overcome procrastination through effective prioritisation, planning and scheduling.

Set Clear Goals and Priorities
Establish personal and work-related goals and develop a time management system that suits your working style.

Maximise Personal Productivity
Recognise your strengths, energy levels and performance patterns to work smarter and achieve better results.

Manage Stress Effectively
Understand stress responses and apply practical coping techniques to reduce pressure and maintain emotional balance.

Enhance Personal Well-being
Apply stress reduction techniques, relaxation strategies and positive thinking to overcome mental clutter and improve resilience.

Improve Self-Management Skills
Manage distractions, interruptions and meetings effectively while making better choices to stay focused and achieve desired outcomes.

Smarter Strategies for a Healthier, Happier You

TRAINER'S PROFILE

MADAM RACHEL KHOR LAI ENG

HRDC Certified Trainer
Personal Development & Business Management

Madam Rachel Khor is a seasoned trainer and coach with over 30 years of professional experience in leadership, personal development and business management. She holds a BSc (Hons) in Business Studies from the University of Bradford, UK, and various professional certifications in Train the Trainer (HRDC), NLP, Clinical Hypnosis, Human Drive & Motivation, Coloured Brain Communication and Curriculum Development.

Her extensive training experience covers leadership, emotional intelligence, effective communication, negotiation, sales, customer service, time management, peak performance, team building and personal transformation. Having held various professional roles, including Senior Trade Officer with Singapore's Ministry of Trade & Industry, Conference & Seminar Director and Business Owner, she brings a wealth of practical knowledge and international exposure to her training sessions.

PROGRAMME ITINERARY

Time	Programme
8.30am – 9.00am	Registration of Participants
9.00am – 9.15am	Welcome Remarks by FMM Johor
9.15am – 10.30am	**MODULE 1: PRIORITISATION AND EFFECTIVE TIME MANAGEMENT** • Time Log Analysis • ABC Analysis • Important/Urgent Matrix • Pareto Principle
10.30am – 10.45am	Morning Break
10.45am – 12.00pm	**MODULE 1: PRIORITISATION AND EFFECTIVE TIME MANAGEMENT (CONT.)** • Task Management • Time Log Exercise • Group Project • Quiz
12.00pm – 1.00pm	**MODULE 2: WORK PERFORMANCE CURVE AND ENERGY MANAGEMENT** Energy Levels • Productivity Rhythm • Concentration • Practical Session • Case Study
1.00pm – 2.00pm	Lunch Break
2.00pm – 3.30pm	**MODULE 3: DEVELOPING EFFECTIVE WORK HABITS AND PERSONAL PRODUCTIVITY** Working Styles • To-Do Lists • Overcoming Procrastination • Planning & Scheduling • Project Management • Group Presentation
3.30pm – 3.45pm	Afternoon Tea Break
3.45pm – 4.30pm	**MODULE 4: STRESS MANAGEMENT AND MIND-BODY RELAXATION TECHNIQUES** Emotional States • EFT • Guided Imagery • Relaxation Exercises
4.30pm – 5.00pm	**MODULE 5: WORK-LIFE BALANCE, POSITIVE MINDSET AND PERSONAL WELL-BEING** Work-Life Balance • Healthy Lifestyle • Positive Thinking • Wheel of Life
5.00pm	Group Photo and End of Programme

FOR REGISTRATION:
Scan the QR code for registration link

FOR ENQUIRY:
Ms Zura / Ms Nur Fatihah
+607-3577613
zuraidahnur@fmm.org.my / nur_fatihah@fmm.org.my

FMM WORKSHOP ON EFFECTIVE TIME AND STRESS MANAGEMENT - TAMING THE TIME MONSTER AND OVERCOMING STRESS

DECEMBER 16, 2026 (WEDENSDAY) | 8.30AM - 5.00PM | FMM JOHOR BRANCH

PARTICIPATION FEE :

PARTICIPANT	PER PAX	SST (8%)	TOTAL
Member	RM750	RM60	**RM810**
Non - Member	RM850	RM68	**RM918**

CANCELLATION & REPLACEMENT POLICY:

- Cancellation after issuance of the Confirmation Letter: 50% cancellation fee.
- Cancellation within three (3) days prior to the programme: full programme fee.
- Participant replacement is allowed at no additional cost before HRD Corp grant approval.
- No cancellation or replacement is allowed after HRD Corp grant approval.
- 100% attendance is mandatory. Full programme fee applies for participants who fail to fulfil the required attendance.

DISCLAIMER:

FMM Johor reserves the right to change the facilitator, date and to vary/cancel the programme should unavoidable circumstances arise.

CLOSING DATE: DECEMBER 09, 2026

PAYMENT METHOD :

1) **HRD CORP GRANT** (SBL - KHAS SCHEME)

- Fund must be sufficient. Fee will be deducted from the employer's HRD Corp contributions.
- No amendment is allowed once the grant is approved.
- The grant approval must be forwarded to FMM at least **three (3) days** prior to the programme.
- Should the grant be rejected, not disbursed or not claimable, the full programme fee will be payable by the employer.

2) **DIRECT PAYMENT TO FMM**
(via Online Banking / Cheque Payee)

- Payee Name :
  FEDERATION OF MALAYSIAN MANUFACTURING
- Bank Name Account No. :
  Malayan Banking Berhad
- Account No. : **5-01280-05654-2**
- SST Registration No. : **W10-1901-32000108**
- FMM Tin No. : **C25703742100**

**Please provide FMM with the payment slip/advice once payment has been made.*

REGISTRATION FORM

1) Name : .....
Designation : .....
E-mail : .....
NRIC : .....
Contact : .....
Vegetarian : Yes { } No { }

1) Name : .....
Designation : .....
E-mail : .....
NRIC : .....
Contact : .....
Vegetarian : Yes { } No { }

1) Name : .....
Designation : .....
E-mail : .....
NRIC : .....
Contact : .....
Vegetarian : Yes { } No { }

Payment:

Full payment of RM .....will be made via:-
HRDCorp SBL-KHAS ☐ Online Banking ☐
Cheque ☐

Submitted by:

Name : .....
Designation : .....
Company Name : .....
Business Reg. No : .....
Phone No : .....
TIN No : .....
SST No : .....
E-mail : .....
Address : .....
.....

FMM Member ☐ Non-Member ☐

FMM Member No : .....