



12-13
OCTOBER 2020
KUALA LUMPUR

TIME MANAGEMENT & COMMUNICATION SKILLS AT WORKPLACE

OBJECTIVE

- Understand a range of tools, techniques and concepts for Time Management
- Use these techniques to build an effective Time Management process that will enhance your productivity and lower your stress.
- Explain the benefits of having an effective Time Management process.
- Finding Real Job Satisfaction.
- Identify the things that give deep meaning to you at work so you can protect the sense of job fulfilment.
- Identify the main obstacles to effective Time Management in your daily role.
- Understand the nature of Time Management.

FACILITATOR



RINA BAHA is a Certified Professional Image Consultant, an internationally Certified Color Analysis Consultant from By Ferial Training & Image Consulting, Australia, SWET Advancement Centre Sdn Bhd and APIP Malaysia.

She has vast experience in the Office Management, Administration and Secretarial profession whereby she spent 24 years working with The New Straits Times Press (M) Berhad, Arab Malaysia Berhad, Park May Berhad, Faber Group Berhad and Khazanah Nasional Berhad.

Graduated in Human Resource Management from Institute of Human Resource Management (MIHRM), Executive Secretaryship from Stamford College, a Professional Learning Facilitator by Take Charge Learning Facilitator System (PLF), Certified Trainer by HRDF, Certified Skin Care Product Trainer from Nu Skin Malaysia, an Internationally Certified Yoga Laughter Leader, Speaker & Motivator.

LEARNING OUTCOMES

Time Management training course is designed to help participants develop their skills in time management to achieve more effective results in less time. One of the most repeated phrases you will hear in offices up and down the country is "we don't have enough time" - to which the response is often "work harder!" - leading to overtime, stress - and often a poorly done job! Developing techniques to make more intelligent use of time, and to prioritise and effectively manage a challenging workload can lead to a more productive workforce getting more important work done in less time and with less stress!

PROGRAMME OUTLINE

- Module 1 : Manage Yourself in the Given Time**
- Module 2 : Use Your Matrix System & Manage**
- Module 3 : Set your Systemization and Goal**
- Module 4 : Plan Your goal and Spent Time**
- Module 5 : Worklife Balance & your Life Activities**
- Module 6 : Impression and Communication Fundamentals**
- Module 7 : Telephone Etiquette and Online Netiquette**
- Module 8 : Professional Body Language in Service and Business Meeting**

REGISTRATION FORM

To confirm your registration, please complete this form including payment.

YES! Please register the following participant(s) for this course

I am interested but unable to attend. Please put me on your mailing list

Please tick (/) where applicable

Course Name : **TIME MANAGEMENT & COMMUNICATION SKILLS AT WORKSPACE**

Date : **12-13 October 2020**

Venue : **Kuala Lumpur**

Fee : **RM1050.00** per pax **RM950.00** per pax
(3 persons and above from the same organisation)

Includes refreshment, course material & Certificate of Attendance

Please contact MS. MAIZATUL at 07-5215166 / 012-7456818 for special package (more than 20 persons) and accommodations.

*DETAILS OF PARTICIPANT ATTENDING THE COURSE :

Bil.	Name of Participant	Mobile No.	E-mail	NIRC (for HRDF claim)	FEE (RM)

(Please attach a separate list if necessary)

*UTMSPACE respects the privacy of its customers with regards to personal data. For further details, please visit www.utmspace.edu.my/pdpa

Total

SPONSORSHIP : Self-Sponsored Company-Sponsored

INDIVIDUAL / COMPANY DETAILS (for issuance of invoice) :

Organisation : _____
Address : _____
Contact Person : _____ Co. Reg. No.* : _____
Tel. No. : _____ Designation : _____
Fax No. : _____ E-mail : _____
* If applicable

Cancellations received in writing 30 days prior to the programme are eligible for refund, subject to a 15% cancellation fee. Cancellations received less than 14 days from the date of the programme are not eligible for a refund. However, substitute attendees are welcome. Please note that the speakers and topics are confirmed at the time of printing. However, circumstances beyond the control of the organisers may necessitate substitutions or cancellations of speakers and/or topics. As such UTMSPACE reserves the right to alter or modify the advertised speakers and/or topics.

Authorised Signature* : _____ Date : _____
Name : _____ Designation : _____
* Head of Department/ Approving Manager

Company Stamp

MODE OF PAYMENT

A. Cheque or Bank Draft

Cheque No. / Bank Draft No. : _____ Bank/ Branch : _____

All crossed cheque / bank draft should be made payable to Account Name : UTMSPACE
Account Number : 8601518228 | Bank Name : CIMB Islamic Bank Berhad | Branch : UTM Skudai, Johor

B. Telegraphic Transfer / Local Order

Transaction Date : _____ Reference Number : _____

| Terms & Conditions Apply |

FOR FURTHER INFORMATION, PLEASE CONTACT :

CENTRE FOR PROFESSIONAL DEVELOPMENT, UTMSPACE Johor Bahru, Universiti Teknologi Malaysia,
No. 34 - 50, Jalan Kebudayaan 1, Taman Universiti, 81300 Skudai, Johor
Tel : (607) 521 5166 / 012 745 6818 | Fax : (607) 520 5725 | Website : www.utmspace.edu.my
E-mail : maizatul@utmspace.edu.my | Contact Person : MS. MAIZATUL