

 **1 - 2 MARCH 2021**  
**ONLINE PLATFORM : ZOOM**  
**9.00 AM - 1.00 PM**

## ONLINE SHORT COURSE ON **EFFECTIVE SELF - MANAGEMENT** ACHIEVING SELF - EFFICACY IN LIFE

### COURSE CONTENT

- MODULE 1 :** Introduction
- MODULE 2 :** Profiling – Individual
- MODULE 3 :** Balanced Goal
- MODULE 4 :** Time Management
- MODULE 5 :** Productivity
- MODULE 6 :** Profiling – Time Management
- MODULE 7 :** Profiling - Productivity
- MODULE 8 :** Self-efficacy
- MODULE 9 :** Tips On Self-efficacy

### LEARNING OUTCOMES

- Participants that are capable of enhancing Self-Efficacy in life; inside and outside of the training room

### INTRODUCTION

Managing Time more effectively to deliver high Productivity is essential, but often overlooked. Be more organised and improve Time Management is the core skill for anyone wishing to work efficiently and establish good habits. Clear balanced goal in life will further boost individual performance, reduce unnecessary stress and enhance Productivity.

This workshop provides a practical guide on creating Balanced Goal in life as the driver for Self-Efficacy; effective Time Management which leads to high Productivity inside and outside workplace.

### TARGET PARTICIPANTS

- Anyone whose job requires effective Time Management to enhance Productivity in life; inside and outside the workplace
- Anyone who wanted to achieve effective Time Management
- Anyone wish to achieve higher Productivity in life
- Anyone envy to create Balanced Goal in life



### FACILITATOR

FATKURRADZ! received his BA Hons Degree in Accounting (Derby, UK). He is a Certified Critical Thinker (GAANS, New Zealand). Certified Trainer (Human Resource Development Fund - HRDF), Graduate of Leadership Programme (Asiaworks) and Authorised Speaker (Majlis Agama Islam Selangor - MAIS). Currently, he hold the positions of Principal Consultant (Eagle Leadership Centre PLT), Agency Manager (Public Mutual Berhad) and Fellow (Institute of Research & Development Policy - IRDP). In Social Works (CSR), he hold the positions of Chairman (Pertubuhan Warisan Islam Selangor - PERSIS) and Yang Di Pertua (Persatuan Alumni Maahad Hamidah Kajang -PERAMAH). He is an active member of Federation of Investment Managers Malaysia (FIMM) and Persatuan Sejarah Malaysia (PSM).

He has many years of experience since his career started in 1994 and to date, he has conducted more than 200 training sessions for Corporate, Government, Entrepreneurs, Trade Unions, Youth and Students. Among his notable clients are Institut Pentadbiran Awam Brunei (IPA), MAS, PERODUA, PROTON, Panasonic, KHAZANAH, MAIS, Institut Keusahawanan Negara (INSKEN), Majlis Belia Negeri Pahang (MBNP), UIAM, PENGASIH, TUDM, National Union of Telecommunication Employees (NUTE), Politeknik Kuching and Kolej Islam Sultan Alam Shah (KISAS).



CENTRE FOR CONTINUING EDUCATION, UTMSPACE



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IN-HOUSE COURSE can be designed in accordance with organizational requirements



**HRDF**  
**TRAINING PROVIDER**  
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# 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 : **ONLINE SHORT COURSE ON : EFFECTIVE SELF-MANAGEMENT ACHIEVING SELF-EFFICACY IN LIFE**

Date : **1 - 2 March 2021**

Time : **9.00am - 1.00pm**

Fee :  **RM480.00** per pax  **RM350.00** per pax  
(3 persons and above from the same organisation)

**Inclusive of user ID & Password, notes and e-certificate.**

Please contact **Ms. Maizatul** at 07-5215166 / 012-771 8270 for special package (more than 20 persons).

## \*DETAILS OF PARTICIPANT ATTENDING THE COURSE :

Bil.	Name of Participant	Mobile No.	E-mail	NIRC	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](http://www.utmspace.edu.my/pdpa)

Total

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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

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All crossed cheque / bank draft should be made payable to Account Name : UTMSPACE  
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### B. Telegraphic Transfer / Local Order

Transaction Date : \_\_\_\_\_ Reference Number : \_\_\_\_\_

| Terms & Conditions Apply |

## FOR FURTHER INFORMATION, PLEASE CONTACT :

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