



### **Effective Time Management Skills and Technique**

April 7-8, 2021 | 9.00am - 5.00pm | Remote Online Learning via Zoom

#### **OBJECTIVES**

- Develop a systematic approach of managing activities to achieve results
- Understand and demonstrate the use of to-do lists & the ABC technique
- Develop time management plans by setting SMART, creating daily plans, set priorities and recognizing obstacles
- Develop an action plan for better use of time
- Integrate long term objectives with short term plans
- Improve team effectiveness and group communication
- Analyse the current system to identify areas of shortcoming and how to deal with them
- Use technology to save time instead of wasting time
- Increase productivity by controlling interruptions and meetings

#### **CONTENTS**

- Everyone Has 24 Hours a Day: The Realities of Time
- Be Smart: Goal Setting for Peak Performance
- Prioritisation: I'm Drowning A Lifejacket Please
- The Secret of Focus in Time Mastery
- Time Management Plans: A Plan Makes the Goal A Reality
- Time Stealers Be Gone: Eliminating Time Wasters for Good
- Technology and Time Management
- Productivity and Your Mind
- Information Overload
- Living a Balanced Life: Tactics for Managing Home Time Better
- Stress the Time Robber

Dates : **April 7-8, 2021** Time : 9.00 am - 5.00 pm

Venue : Remote Online Learning via Zoom

Fees : FMM Members – RM 1,272.00 per participant

(inclusive of 6% Service Tax)

Non Members – RM 1,378.00 per participant (inclusive of 6% Service Tax)

(Fees include course materials and Certificate of Attendance)
\*each participant must have their own, individual equipment for
online meeting with strong internet connection.

For further enquiries, please contact:

Fatahiyah / Siti Nazihah / Syazwani FMM Institute

Selangor & Kuala Lumpur Branch

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#### WHO SHOULD ATTEND

All levels of employees.

#### **FACILITATOR**

RACHEL KHOR is a Certified NLP Trainer, PSMB Certified Trainer & a Certified Hypnotherapist. Besides being a EQ Trainer, she is also a Master Trainer in Customer Service, Communication & Negotiation Skills trained in USA & Australia. She has honed & fine-tuned her training skills & techniques over a period of 18 years of varied business experiences as well as running her own event management company. She holds a degree in Business Studies from the University of Bradford (UK). She is a Master Trainer in Mind Mastery, Silva Mind Method, Mind Frame Techniques, Edward De Bono's Creativity & Lateral Thinking courses. She is also trained in various areas of Leadership & Stephen Covey's Habits of Highly Effective People. She is a keen practitioner of Mind Mapping & Mind Power strategies by Tony Buzan. She is also trained in Sales Dog Training, Millionaire Mindset & Guerrilla Business Intensive. She has been coached & trained with some of the best world class trainers, business gurus, leading coaches & entrepreneurs including Anthony Robbins, Robert Kiyosaki, Blair Singer, Harv Eker, John Maxwell, Jay Abraham, Joel Roberts (communication guru), Dr Joe Vitale (hypnotic marketing), Jose Silva, Burt Goldman, among many others. She uses all her training & knowledge in programming, hypnotherapy, laws of attraction, mind mastery, principles of success, science of getting rich, psychology, human behavior analysis, coaching, counseling & years of training to deliver the RESULTS DESIRED EVERY TIME. She is also backed by 18 years of top management corporate experience & exposure having worked for both public organisations as well as private companies in Australia, UK, Singapore, Indonesia, Thailand & Malaysia. Rachel is an extremely creative, dynamic, charismatic, humorous & versatile trainer who has fantastic rapport with the participants she trained with excellent communications skills. She always receives rave reviews & excellent ratings from the participants she trained. She achieves this by ensuring her training is relevant, highly interactive, exciting, stimulating & inspiring - made fresh with new ideas & concepts. Her Unique Selling Point is her creative approach to training & her ability to make the training unique, enjoyable yet rewarding & practical with easy to understand as well as easy to practise techniques, strategies & tactics. What she teaches can be immediately applied back at the office for immediate results. She mixes no nonsense information with creative mind power & mindset changing strategies to make the course powerful & results-oriented.

Registration is on a first-come first-served basis. Cheques made in favour of the "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 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.

The 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**

### **Effective Time Management Skills and Technique**

## April 7-8, 2021 (Wednesday-Thursday)

**Remote Online Learning via Zoom** 

The Manager FMM Institute Tel: 03-55692950/4471/4171

Fax: 03-55694346

SST No:W10-1901-32000105

Please tick ( $$ ) accordingly:	
PSMB Scheme:   SBL-KHAS   Non	Contributor

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