

# REGISTRATION FORM

## Time And Stress Management to Optimise Daily Productivity

Wednesday - Thursday \* February 25 - 26, 2026 \* FMM Institute Malacca

**FMM Institute Malacca (199901000527 / 475427-W)**  
D3-4, Plaza Jayamuda,  
Jalan Pelanduk Putih, 75300 Melaka  
**TIN Number : C10626805080**  
**SST Number : W10-1901-32000105**

Please register the following participant(s) for the above programme:

1 Name \_\_\_\_\_ Designation \_\_\_\_\_  
Nationality \_\_\_\_\_ IC No. \_\_\_\_\_  
2 Name \_\_\_\_\_ Designation \_\_\_\_\_  
Nationality \_\_\_\_\_ IC No. \_\_\_\_\_  
(If space is insufficient please attach separate list)

Please Tick (✓) if your company

- ☐ will be claiming under SBL-Khas Scheme  
☐ will not be claiming under SBL-Khas Scheme  
☐ vegetarian \_\_\_\_\_ pax

Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the

**“FMM Institute”**

Submitted by

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

FMM Membership No. \_\_\_\_\_ PSMB MyCodeID No. \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_

E-mail Address \_\_\_\_\_



# Time And Stress Management To Optimise Daily Productivity

**February 25 - 26, 2026**

**SBL-KHAS SCHEME**



**FMM Institute Malacca Branch**

*Centre for Professional Development*

**M**any people spend their days in a frenzy of activity but achieve very little, because they're not concentrating their effort on the things that matter the most. In addition, at the workplace employees at all levels can feel stressed out, anxious, and misunderstood. In our personal life the stresses can be even greater due to finances, family and responsibility.

This workshop will help you learn new ways to organise your time for a more productive life. It will also show you some techniques for rebalancing your energy levels to personally deal with stress, after all it is a personal emotion. It's time to exhale stale, old ideas and inhale new inspiration for joyful living that produces quality outcomes.

## CONTENTS

### DAY 1

#### Module 1: Getting Started

- Workshop objectives

#### Module 2: Start With Yourself

- Computer files
- Can't see the wood for the paper?
- Using 5S concept

#### Module 3: Making Time Count

- Managing time
- The 80/20 rule
- A-B-C-D-E method
- Using the productivity journal

#### Module 4: Goal Setting

- Goal setting
- Create smart goals
- Visualisation

#### Module 5: Procrastination

- Why we procrastinate
- Nine ways to overcome procrastination
- Eat that frog!

### DAY 2

#### Module 6: Understanding Stress

- Breakthrough No.1
- What is stress?
- What is eustress?
- Adjust, avoid, accept

#### Module 7: Adjust, Avoid, Accept

- Actions for adjusting
- Actions for avoiding
- Actions for accepting

#### Module 8: It's All About You

- Eating property
- Knowing your psychophysiological body type
- Exercising
- A good night's sleep

#### Module 9: Environmental Relaxation Techniques

- Escapism
- Music & tonal introduction
- Laughing in the face of stress

#### Module 10: Techniques To Relax Your Body

- Stretch away stress
- Breathing
- Mind calming

## Benefits

At the end of the programme, participants will be able to: -

- Plan and prioritise each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Creating smart goals and tapping into the power of visualisation
- Organise your workspace and workflow to make better use of time
- Identify the best approach to a stressful situation (Alter, Avoid, or Accept)
- Understand what lifestyle elements you can change to reduce stress
- How to use environmental and physical relaxation techniques

## Trainer

**MR VIGNESWARAN APPLASAMY** has been involved in lecturing, research, management, sales and training for more than 14 years in the field of electrical engineering, manufacturing sector, higher education, sales and marketing. He is a certified HRDF trainer. In addition, he has been accredited by Harisson Assessment in Employee Development, completed Emotional Energy Management Trainer Course and attended Gamification and behavioural Design workshop by Yu Kai Chou.

He has used his industrial and training expertise to develop soft skills programmes with a 20/80 approach; 20% lecture, 80% practical accompanied by a training manual individually customized for each programme. Research shows that the best way to learn is by example. All session contain specific examples that show exactly how recommended guidelines can be implemented in practice.

## Who Should Attend

Managers, Assistant Managers Engineers, Admin and Office Staff, Human Resources, Sales Executives and anyone keen to Increase their Personal Productivity

## Administrative Details

**Date** : February 25-26,2026 (Wed - Thurs)

**Time** : 9.00am - 5.00pm

**Venue: FMM Institute Malacca**

D3-4, Plaza Jayamuda  
Jalan Pelanduk Putih  
75300 Melaka

**Fees (Inclusive of 8% SST) :**

FMM Members **RM864** per participant

Others **RM972** per participant

*(Fees include course materials, lunch and refreshments.)*

Registration forms must be completed and returned to FMM Institute Malacca Branch by **February 18, 2026**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. CANCELLATION MUST BE IN WRITING TO FMM INSTITUTE MALACCA BRANCH. Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

*For further enquiries, please contact:*

Ms Chloe Leong / Ms Yvonne Gan

*FMM Institute Malacca Branch*

Tel: 06-2831639 Fax: 06-2838090

E-mail : bing\_yee@fmm.org.my /

siew\_kim@fmm.org.my

**SBL-KHAS SCHEME**