



# MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

MIHRM is a member of the World Federation of People Management & Malaysia's HR Professional Body



## Essentials

## of Time



## Management

### Take Control of Your Time

He who controls his time successfully is headed for greater achievements!

*Every person, whether he is a president or a beggar, a CEO or a clerk is given exactly the same amount of time a day.*

*Come and discover where your time has been wasted. We will teach you to regain your lost time.*

*Learn how to do more, rest more and be stressed out much less.*

Date:

Time: 9.00am – 5.00pm

Venue: Petaling Jaya

### OUTLINE

- Shortage of time - self assessment
- Your personal attitude towards time
- Chronic procrastination
- Eisenhower principle
- Relationship between time management and objectives
- Objectives and setting objective
- Objectives / Means analysis
- Pareto principle
- Technique for setting clear objectives
- Management cycle
- Priority checklist
- A contract with myself
- Plan of action

### FOR WHOM

Great program anybody who does not seem to have enough time to finish a day's work, or do not have enough rest, and is always tired or stressed out. You can be an executive, supervisor, or a mother who is always on the move!

### COURSE FEE

RM600 per person +6% GST ( Members)

RM700 per person + 6% GST ( Non Members)

### FACILITATOR

An experienced HR Consultant / Practitioner with various industries background.

### CANCELLATIONS & TRANSFER

If you are unable to attend, a substitute delegate is welcome to attend in your place at no additional charge. A full refund, less 10% administrative charges, will be given if cancellation is received in writing at least 7 days prior to the program. No refund can be made for cancellation received less than 7 days prior to the program.

## REGISTRATION FORM



MIHRM is a class A training provider (serial number: 3215)

Please register me for .

Date of Training:

Membership No.

Name

Company

Designation

Address

GST number

Email Address

Tel No. (office)

(fax)

(mobile)

Contact Person

Enclosed cheque No./bank draft \_for RM \_\_being payment for\_ participant(s).

(Payment made payable to "Malaysian institute of Human Resource Management CIMB Account : 800 2324 212")



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