

Enhanced Productivity Skills in Maximizing Personal Efficiency

Date Venues (\$)Fees Book your seat

21 Dec -25 Dec 2025 Kuala Lumpur 3300 Register Now

Course objectives:

- 1. Understand the importance and concepts of productivity
- 2. Recognize basic behavioral patterns of different personality's profiles and how to deal with them in a multi-cultural environment.
- 3. Building a successful relationship with your bosses
- 4. Communicating for commitment
- 5. Handling awkward people/situation
- 6. How to recognize & interpret different forms of body language
- 7. How to become an active listener
- 8. Managing your time

Who should attend?
Managers, Supervisors, team leaders and employees.

Course Outline:

What is productivity:

- Definition of Concepts
- · Planning the work
- Organizing and allocating resources

The organizing function:

- · The organizing process
- · Principles of organizing
- Practical Exercises

Effective Communication With managers / co-workers:

- · What are communication barriers in a diverse place
- Overcoming Communication Barriers
- Active Listening skills
- Body Language signals
- · How to improve your decision making skill

· Techniques for solving problems

A Profile of Different Personalities:

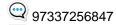
- · Understanding different models of Personalities
- · Tips for Dealing with Different Personalities
- · The Power of Assertive Behavior
- · Treating the people assertively
- · Dos and Don'ts of Face to Face communication
- · Keeping it impersonal!
- · forming team with colleagues
- Role Playing Exercises

Time management concepts:

- · Introduction to Time Management Concepts
- · How to Make Full Use of your Time
- · How to Plan Effectively
- Analyzing your Job Priorities
- · How and What to Delegate Effectively
- How to Cope with Common Time Wasters

WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.



info@firstselectbh.com

www.firstselectbh.com