



First Select

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.

 97337256847

 info@firstselectbh.com

 www.firstselectbh.com