

Achieving Task Excellence

MEDIUM : Cantonese / English
FEE : HK\$3,480

COURSE CODE : ATE
EARLY BIRD : HK\$3,180

DURATION : 1 Day

15 Dec, 2016 (Thursday)

The 21st century is characterized by the trends of globalization, speedy technological advancement as well as high expectations and demands from customers and end-users. In order to cope with these changes, higher level of competence in task productivity is vital. More and more researches have shown that the art of leadership, time and decision making have become the most important factors for achieving organizational and personal success. **This workshop aims to provide useful insights on improving task excellence.**

Methodology

Lecture, exercises, case discussions, practical games and experience sharing

Course Outline

1. Concept of Task Excellence

- What is task excellence
- Three Pillars of task excellence
- Benefits of task excellence

2. Effective Goal Setting

- The importance of setting goals
- SMART principle of Goal Setting
- Action Planning and implementation

3. Managing time efficiency

- Effectiveness vs. efficiency
- Identify time wasters
- Set priority using urgency and importance

4. Solving problems and making good decisions

- What are problems
- Using fish bone diagram to identify causes of problems
- Criteria of making good decisions

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
NOVEMBER 2016								
2	Nov-09, 2016	Handling Difficult People	UPDATED HDP	1	HK\$3,480	HK\$3,180 Nov 11, 2016	Nov 16, 2016	C/E
	Nov-10, 2016	Effective Business Writing	EBW	1	HK\$3,480	HK\$3,180 Oct 14, 2016	Oct 19, 2016	C/E
3	Nov-16, 2016	Leadership Skills Workshop	LSW	1	HK\$3,480	HK\$3,180 Oct 21, 2016	Oct 26, 2016	C/E
	Nov-17, 2016	Communication Skills for Technical Professionals	CSTP	1	HK\$3,480	HK\$3,180 Oct 21, 2016	Oct 26, 2016	C/E
4	Nov-22, 2016	Persuasive Presentation Skills Workshop	PPSW	1	HK\$3,480	HK\$3,180 Oct 28, 2016	Nov 2, 2016	C/E
	Nov-24, 2016	Win-Win Negotiation	WIN	1	HK\$3,480	HK\$3,180 Oct 28, 2016	Nov 2, 2016	C/E
	Nov-25, 2016	Mediation Skills to Handle Conflicts and Complaints	NEW MSHCC	1	HK\$3,480	HK\$3,180 Oct 28, 2016	Nov 2, 2016	C/E
5	Nov-29, 2016	People Interaction in Project Management	NEW PIPM	1	HK\$3,480	HK\$3,180 Nov 4, 2016	Nov 9, 2016	C/E
	Nov-30, 2016	Nurturing Your Team	NEW NYT	1	HK\$3,480	HK\$3,180 Nov 4, 2016	Nov 9, 2016	C/E
DECEMBER 2016								
1	Dec-05, 2016	Problem Solving and Decision Making	UPDATED PSDM	1	HK\$3,480	HK\$3,180 Nov 11, 2016	Nov 16, 2016	C/E
	Dec-6-7, 2016	Project Management Workshop	PMW	2	HK\$6,380	HK\$5,880 Nov 11, 2016	Nov 16, 2016	C/E
	Dec-09, 2016	Persuasive Proposal and Report Writing	NEW PPRW	1	HK\$3,480	HK\$3,180 Nov 11, 2016	Nov 16, 2016	C/E
2	Dec-14, 2016	Professional Customer Service Skills	NEW PCCS	1	HK\$3,480	HK\$3,180 Nov 18, 2016	Nov 23, 2016	C/E
	Dec-15, 2016	Achieving Task Excellence	NEW ATE	1	HK\$3,480	HK\$3,180 Nov 18, 2016	Nov 23, 2016	C/E

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

* Fees include refreshments and buffet lunch

** We accept P. Cards

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



BY PHONE:
Call Miss Mak at:
2838-1182



BY POST TO:
Communication Engineering Ltd.
Room 903, Connaught Commercial Building,
185 Wan Chai Road,
Wan Chai, Hong Kong



BY FAX:
Send enrolment form above to
our FAX at number:
2838-7122



BY EMAIL:
cel@celhk.com