

Managing your Time and Priorities

DATE : 5 Jun, 2012 CODE : MYTP INSTRUCTOR : Raymond Ng
 DURATION : 1 Day FEE : HK\$3,280 EARLY BIRD : HK\$2,980

We all have 24 hours in a day. The difference between a highly effective and a less effective person often lies in how he or she manages these 24 hours. While we cannot create more time, we can certainly create more value from time. The purpose of this workshop is to help participants identify what matters in their lives, and focus onto doing what matters more effectively.

Methodology

Discussions, demonstrations, assessments, exercises, mini-lectures.

What participants will learn

At the completion of the course, participants will be able to:

- Increase the amount of productive time in a day
- Focus efforts to do the things that matters in life
- Reduce time wasters
- Make meetings more effective
- Delegate with confidence

Benefits

To the organization:

- More efficient and productive workforce
- Less time wasters

To the individuals:

- Create more values that matter
- More time to work
- Positive attitude towards meetings
- Delegate with confidence

COURSE OUTLINE

1. Introduction

- The most valuable free resource
- The need to manage time
- Making more productive time and making time more productive

2. Assessing your current pattern

- Assessing your current pattern of time usage
- Identifying gaps and wastes

3. Making more productive time

- You and your biorhythm
- 5 ways to increase your productive time

4. Making time more productive

- Clarifying your vision and values
- Differentiating the important from the urgent
- The 3Ps in effective time management
- Planning your day

5. Removing the time wasters

- Identifying time wasters
- Removing time wasters

6. Making the biggest time waster your ally

- The biggest time waster in business
- How to make meetings more effective

7. The ultimate time saver

- The ultimate time saver
- Pitfalls in delegation
- How to delegate without losing sleep

Raymond Ng B.Sc., M.A., M.Ed., M.B.A.

Executive Coach, NLP Master Practitioner

Winner of 2004 Distinguished Trainer of Hong Kong Award

Raymond is an executive with a proven record as an effective leader, a change agent, a public speaker, and a published author. He has more than 20 years of experience in business management and human resources development, specializing in leadership training, project management, and staff coaching. Raymond has a long list of successes and satisfied clients in different industries, including information technology, telecommunications, utility, retail, banking, construction, manufacturing and professional associations.

Raymond currently focuses on helping companies in the Greater China area to develop leaders and quality frontline staff through learning. He delivers his programs with a unique pedagogical style, combining learning with excitement and fun. As an experienced facilitator, a qualified instructional designer and a certified Master Practitioner of Neuro-linguistic Programming (NLP), Raymond has uniquely and successfully incorporated the elements of accelerated learning and NLP technology into all of his programs.

Raymond is a published author and columnist. He wrote a column for *Ming Pao* (North American edition) and *Richmond News*, and he was published frequently in a number of business magazines. His book *Customers From Afar*, has attracted intense media attention and public interest.

Raymond received his Bachelor of Science and Master of Education degrees from McGill University, Master of Arts in Educational Technology from Concordia University, and Master of Business Administration from Simon Fraser University in Canada.

COURSE ARRANGEMENTS

Course Date	Course Title	Course Code	Duration (Days)	Fees (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline
June 4, 2012	Driving High Performance Culture Workshop	NEW HPC	1	HK\$3,280	HK\$2,980 May 11, 2012	May 16, 2012
June 5, 2012	Managing Your Time and Priorities	MYTP	1	HK\$3,280	HK\$2,980 May 11, 2012	May 16, 2012
June 5, 2012	Strategic Thinking	ST	1	HK\$3,280	HK\$2,980 May 11, 2012	May 16, 2012
June 7-8, 2012	Survival Skills for Managers and Supervisors	SSMS	2	HK\$5,380	HK\$4,980 May 11, 2012	May 16, 2012
June 11, 2012	Public Speaking and Presentation Skills	PSPS	1	HK\$3,480	HK\$3,180 May 18, 2012	May 23, 2012
June 12, 2012	The Effective Use of Modern Media	MEDIA	1	HK\$3,480	HK\$3,180 May 18, 2012	May 23, 2012
June 12, 2012	Blue Ocean Change Management	B-CHM	1	HK\$3,280	HK\$2,980 May 18, 2012	May 23, 2012
June 13, 2012	Leadership with Sun Tzu (孫子)	ST-L	1	HK\$3,280	HK\$2,980 May 18, 2012	May 23, 2012
June 14, 2012	Managing Conflict and Disagreement	MCD	1	HK\$3,280	HK\$2,980 May 18, 2012	May 23, 2012
June 15, 2012	Proposal and Report Writing	PRW	1	HK\$3,280	HK\$2,980 May 18, 2012	May 23, 2012
June 15, 2012	Influencing Others without Formal Authority	IFSW	1	HK\$3,280	HK\$2,980 May 18, 2012	May 23, 2012
June 18-19, 2012	Project Management Workshop	PMW	2	HK\$5,380	HK\$4,980 May 25, 2012	May 30, 2012
June 20, 2012	Blue Ocean Problem Solving and Decision Making	B-PSDM	1	HK\$3,280	HK\$2,980 May 25, 2012	May 30, 2012
June 26-27, 2012	B2B Marketing Strategies Workshop	NEW MSW	2	HK\$6,180	HK\$5,680 Jun 1, 2012	Jun 6, 2012
June 28-29, 2012	Key Account Management Workshop	NEW KAMW	2	HK\$6,180	HK\$5,680 Jun 1, 2012	Jun 6, 2012

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

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).

THE ON-SITE OPTION:

If there are 10 or more people in your organization interested in taking any of these CEL courses, why not consider the On-Site option? We can readily tailor courses to your specific needs, send an expert instructor to your workplace, and help cut costs. For more information about this service, please contact Miss Mak at CEL at Hong Kong telephone number 2838 1182.

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: _____

Tel: _____ Fax: _____ Email Address: _____

Contact Person: (Mr/Ms) _____ Job Title: _____ Tel No: _____ Fax No: _____

Authorized Person: (Mr/Ms) _____ Job Title: _____

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



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