

Time and Task Management

MEDIUM : Cantonese / English COURSE CODE : TTM DURATION : 1 Day
 FEE : HK\$3,480 EARLY BIRD : HK\$3,180

15 Dec, 2017 (Fri)

Time is a scarce commodity. Participants will be equipped with the necessary skills to manage time productively.

They will learn how to:

- Schedule priorities
- Remove time wasters
- Motivate self and others

Methodology

Lectures, Case studies, Discussion

Course Outline

1. Planning vs Adhoc

We will define planning and identify why people don't plan, through a *game*.

2. Understanding the Impact of Time

Statistics prove that time is a key contributor to stress levels at work and at home. Through a *questionnaire*, participants will identify if they have any symptoms of poor time management.

3. Importance Vs Urgency: Set Priorities

The participants will classify their activities into importance and urgency categories. They will analyse the way in which their time is spent.

4. Define Time Wasters

The participants will *brainstorm* a list of time wasters and identify solutions to deal with them.

5. Overcoming Communication Barriers

The participants will review how to save time by overcoming communication barriers which might include:

- Misunderstanding
- No clarification
- Wrong channel
- Poor listening

6. The Power of Goal Setting

We will *discuss* why we all need a mission statement. From that, we are able to plan by setting our objectives and goals. The participants will realise the importance of a balanced life by participating in the spiritual, physical, mental and social aspects of life.

7. Action Plan on Dealing with Time Wasters

The participants will *work in groups* to develop an *action plan* on dealing with some time wasters, which might include:

- Meetings
- Telephone Calls
- Procedures
- Reading

8. Assertive Behaviour as A Time Saver

The participants will learn how to develop synergy in a team through:

- Proper delegation and tracking
- Negotiation of tasks

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 2017 | | | | | | | | | |
| 2 | Nov-08 | Five (5) Practices of an Influential Leader | NEW 5PIL | 1 | HK\$3,480 | HK\$3,180 | Oct 13, 2017 | Oct 18, 2017 | C/E |
| | Nov-09 | Nurturing your Team | NYT | 1 | HK\$3,480 | HK\$3,180 | Oct 13, 2017 | Oct 18, 2017 | C/E |
| 3 | Nov-14 | Effective Communication and Interpersonal Skills in the Workplace | ECISW | 1 | HK\$3,480 | HK\$3,180 | Oct 20, 2017 | Oct 25, 2017 | C/E |
| | Nov-15 | Customer Service and Complaint Handling | NEW CSCH | 1 | HK\$3,480 | HK\$3,180 | Oct 20, 2017 | Oct 25, 2017 | C/E |
| 4 | Nov-23 | Strategic Thinking: Paradigm Shift for Exponential Businesses | NEW ST | 1 | HK\$3,480 | HK\$3,180 | Oct 27, 2017 | Nov 1, 2017 | C/E |
| | Nov-24 | Presentation and Communication Skills | PCS | 1 | HK\$3,480 | HK\$3,180 | Oct 27, 2017 | Nov 1, 2017 | C/E |
| 5 | Nov-27-28 | Managing People for Win-Win Results | MPWWR | 2 | HK\$6,480 | HK\$5,980 | Nov 3, 2017 | Nov 8, 2017 | C/E |
| December 2017 | | | | | | | | | |
| 2 | Dec-05 | 7 Thinking Tools for Generating Extraordinary Ideas | NEW 7TT | 1 | HK\$3,480 | HK\$3,180 | Nov 10, 2017 | Nov 15, 2017 | C/E |
| | Dec-07 | Adapting to Change | CHM | 1 | HK\$3,480 | HK\$3,180 | Nov 10, 2017 | Nov 15, 2017 | C/E |
| | Dec-08 | Crisis Management | CM | 1 | HK\$3,480 | HK\$3,180 | Nov 10, 2017 | Nov 15, 2017 | C/E |
| 3 | Dec-12 | Coaching and Motivating your Work Team | NEW CMWT | 1 | HK\$3,480 | HK\$3,180 | Nov 17, 2017 | Nov 22, 2017 | C/E |
| | Dec-14 | Handling Difficult People | HDP | 1 | HK\$3,480 | HK\$3,180 | Nov 17, 2017 | Nov 22, 2017 | C/E |
| | Dec-15 | Time and Task Management | TTM | 1 | HK\$3,480 | HK\$3,180 | Nov 17, 2017 | Nov 22, 2017 | 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

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



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BY FAX:
Send enrolment form above to
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