CeDR
CORPORATE CONSULTING
198501004328 (136767-V)

TIME MANAGEMENT & PERSONAL DEVELOPMENT

DATE: *25-26 June / 27-28 October 2025*
23-24 February 2026
FEE: *RM 900*

DURATION: *2 Days*
HRD CORP SCHEME:
HRD Corp Claimable Course

PROGRAM OVERVIEW

Most professionals aspire to move up in their organisation but it is not enough to have the basic technical knowledge and skills to perform a job well. To move up and step into the shoes of a supervisor, one has to acquire a complete package of qualities. This includes establishing personal work goals, setting and meeting work priorities while developing and maintaining professional competence.

This programme will help participants establish clear personal work goals, so that they remain organised, focused and skilled. This will enable them to effectively manage the work of others while acting as a positive role model by aligning their personal goals to the organisation. A supervisor must constantly look for ways to develop professionally and assess themselves against appropriate competency standards. In this 2-day training program, we aim to assist the individual in achieving these expectations.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Establish personal work goals
- Set and meet personal priorities
- Develop and maintain professional competence

METHODOLOGY

This is an experiential-based interactive course. Participants will learn from their experience through the various activities include:-

- Short Lectures & **Interactive Role-plays**
- Individual/ Group Activities
- Short discussions and feedbacks
- Audio Video Presentations

WHO SHOULD ATTEND

- First Level Manager
- Executive/Supervisory
- Non-Executives

FACILITATOR

May Ann Chew

She has a unique mix of corporate and training experience having worked in finance, marketing and advertising for over 20 years. She started her career with Dentsu, Young & Rubicam; an international advertising agency as an account executive and two years later, was promoted to account manager. She managed corporate accounts such as Shell Malaysia, UMW Toyota and Sogo Department Store. After mastering how advertising campaigns are conceptualized and implemented, she sought to broaden her scope to product research, brand development and marketing.

PROGRAM CONTENT

Establishing Personal Work Goals

Module 1
What Skills Will You Need?
- Setting Personal Work Goals
- Measuring Personal Performance
- The Goal Identifiers: SMART & SMARTER, Fogg's B-MAT

Module 2
Prioritising Competing Demands
- Develop a Personal Strategy: Urgent-Important Matrix
- Applying The Pareto 80-20 Rule
- Focus and Concentration: The Pomodoro Principle

Set and Meet Work Priorities

Module 3
The Balance of Positive and Negative Stress
- Optimum Stress Levels
- Stress Management Tips
- Managing Aggressiveness versus Assertiveness

Module 4
Positive Role-Modeling
- Workplace Mentoring and Coaching
- The Art of Empathy (EQ): Planning and People
- Delegating - Employee Responsibilities and Accountabilities

Develop and Maintain Personal Development

Module 5
What is a Professional Image?
- How is the image formed – the ABCs of Image Makers
- The Importance of Maintaining Personal Hygiene
- Consistently project this *Professional Image* reflecting self-confidence, poise and good manners

Module 6
Maintaining Positive Attitudes for Growth
- Why Attitudes need Constant Renewal,
- Techniques to apply and Exercises in Attitude Adjustments
- The Art of Empathy: Valuing and Building Relationships

Module 7
Determining Development Needs
- Personal Development Planning
- Creative Thinking and Innovation
- Knowledge Management: Anticipating and Updating

PROGRAM SCHEDULE

Day 1	:	Module 1
9:00am - 10:30am		
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 2
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 3
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 4
		End of the day
Day 2		
9:00am - 10:30am	:	Module 5
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 6
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 7
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 7 (*continue*)
		End of the day