

Doing More Work in Less Time and Handling Multiple Commitments

Programme Overview

Personally effective people make good use of their talents, skills and resources and demonstrate success in achieving their goals. This workshop aims to create awareness about life-enhancing changes that can help us feel more empowered. It helps us understand how our day-to-day choices and actions impact our accomplishments. It highlights the importance and method of goal-setting as the integral first step to leading more fulfilling lives both on a personal and professional level. It focuses on the aspects of our lives that are within our control and covers the steps necessary to initiate personal change and development to achieve greater self-mastery and workplace performance.

Objectives

Upon completion of this workshop, participants will:

- Understand their individual levels of personal effectiveness
- Be able to apply new techniques for greater personal effectiveness
- Have developed personal action plans for improving personal effectiveness



Outline

Part 1: Planning Work

1. Establishing and visualising goals
2. Prioritising
3. Understanding the importance and principles of planning
4. Scheduling: determining when to do things (daily, weekly, monthly, annual)

Part 2: Developing Habits and Routines

1. Instilling discipline
2. Overcoming procrastination
3. Forget remembering
4. Batching routine work
5. Overcoming information overload
6. Dealing with interruptions
7. Being decisive

Part 3: Working Smart

1. Managing time
2. Understanding the implications of perfectionism
3. Delegating and micro-managing
4. Following-up
5. Taking breaks and managing stress

Part 4: Keeping It Real

1. Health is wealth
2. Examining our attitude
3. Letting go to gain control

Testimonials

“The speaker Khyati Kapai is very knowledgeable. She is able to share her experience and information which is useful not only to work, but to personal life as well. It was very well-planned and thus able to capture the attention of the participants, allowing them to learn more. Good job.” – Matthew Teng

“The personal goal matrix was useful to me and will help me in achieving my goals. The trainer had good knowledge on the topic and is able to relate it to my job and personal life.” – Lecia Teng

“This will help me be a more effective and efficient person in work and in life. Able to better balance everything in life. She is very knowledgeable, communicates well, sincere and approachable.” – Andrew Lee

Workshop Facilitator

Mrs K Kapai has been teaching and training for 10 years. She is based in Singapore and has taught in other parts of Southeast Asia, Hong Kong, the US and the UK. She holds a Bachelor of Business Administration from The Hong Kong University of Science and Technology, and a Post Graduate Certificate in Education from the University of London. She is also a certified English as a Second Language (ESL) teacher, certified DISC trainer and certified Harrison Assessments Profiler. Before moving to the teaching and training profession, Mrs Kapai worked in Hong Kong as a Financial Analyst for Citigroup and as a Staff Accountant for Deloitte & Touche.

Given the diversity of her background, Mrs Kapai is well-positioned to provide training in a variety of areas including Communication Skills and Personal Effectiveness. Her course participants find her training style very friendly, and her sessions very interactive and informative.

Date and Time

Monday & Thursday, 22 & 25 October 2012
7:00 pm to 10:00 pm

Venue

Dr Kennedy Y H Wong Management Development Centre
The Hong Kong Management Association
1-6/F First Commercial Building
33-35 Leighton Road
Causeway Bay HONG KONG

Language Medium

English

Fees

HKMA Members: HK\$970
Non-Members: HK\$1,070

Registration

All interested parties are requested to complete the registration form and return it together with appropriate fees to The Hong Kong Management Association 10 days before the first day of the programme. Reservations by fax on 2365 1000 are welcome but are subject to payment in full prior to programme commencement. For information on the programme, please contact Ms Jane Ma on 2774 8552 or Mr S H So on 2774 8550. For registration details please contact Ms May Tang on 2774 8553. Successful applicants will be notified by telephone at least seven days before the programme. No separate letter of acceptance will be issued but participants will be informed at least seven days prior to the event. As space is limited, bookings will be on a first-come, first-served basis.

The Hong Kong Management Association Workshop on Doing More Work in Less Time and Handling Multiple Commitments Registration Form

To: Executive Director
The Hong Kong Management Association
16/F Tower B Southmark, 11 Yip Hing Street,
Wong Chuk Hang, HONG KONG

Please reserve one seat for the Workshop on "Doing More Work in Less Time and Handling Multiple Commitments" on 22 & 25 October 2012 (AC-47431-2012-2-FC)

Enclosed is a crossed cheque for HK\$ _____
(made payable to The Hong Kong Management Association) for the workshop(s).

Cheque No. _____

Name: Mr/Ms _____

Position: _____

Company: _____

HKID Card No.: _____

HKMA Membership No.: _____

Correspondence Address: _____

Co. Telephone: _____

Fax (office): _____

E-mail: _____

Signature: _____

Date: _____

Fee paid by company self

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Please fill in the following information if a cheque/receipt is not attached.

Our company undertakes to pay the course fee for the above applicant.

Name of Contact Person _____

Telephone No. _____

Signature: _____

Company Chop and Date: _____

- Please photocopy for more registration forms if necessary.
- No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the programme.
- Personal data will be used for the purposes of market research, programme development and direct mailing.
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.