

Doing More Work in Less Time and Handling Multiple Commitments

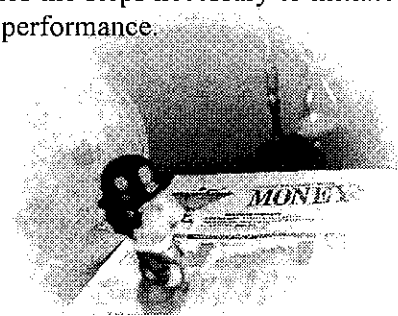
Programme Overview

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 since 2001. 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.

Registration

Please complete the registration form and return it together with appropriate fee(s) 7 days before the commencement of the class. Reservations by fax (2365 1000) are welcome but are subject to confirmation by payment in full prior to programme commencement. For information, please contact Ms Cathy Shen on 2774 8536 or Ms Jane Ma on 2774 8552. For registration details, please contact Ms Mei Tang at 2774 8553. Successful applicants will be notified by telephone. No separate letter of acceptance will be issued. As space is limited, bookings will be on a first-come, first-served basis.

Date and Time

Friday, 29 November 2013
9:00 am - 5:00 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 (Tel: 2574 2238)

Fees

HKMA Members: HK\$1,100
Non-Members: HK\$1,160

Language Medium

English

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 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 reserve one seat for the Workshop on "Doing More Work in Less Time and Handling Multiple Commitments" on 29 November 2013 (SG-47431-2013-1-FC)

Enclosed is a crossed cheque (No. _____) for HK\$ _____ (made payable to The Hong Kong Management Association) for the programme. Fee paid by company self

Name: Mr/Ms _____ Position: _____

Company: _____

HKID Card No.: _____ HKMA Membership No.: _____

Correspondence Address: _____

Co. Telephone: _____ Fax (office): _____ E-mail: _____

Where did you **FIRST** learn about this programme?

Email Promotion from HKMA Direct Mail by Post HKMA Website

MTR Station Display (Please specify): _____ Exhibition (Please specify): _____

Note:

- I shall comply with The Hong Kong Management Association (HKMA) Privacy Policy Statement, the Hong Kong Personal Data (Privacy) Ordinance (Cap.486) and other related regulations which will be changed from time to time. I declare that the data given in support of this application are, to the best of my knowledge, true, accurate and complete. I understand that the data will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
- I understand that, upon my registration in the programme, the data will become part of my student record and may be used and processed for all lawful purposes relating to my academic and/or non-academic activities in accordance with the established policy of the HKMA and the Hong Kong Personal Data (Privacy) Ordinance (Cap.486).
- I expressly consent that the personal data will be used for the HKMA administrative, academic, research, statistical, alumni activities and prescribed purposes as allowed by HKMA and the laws of Hong Kong from time to time.

Declaration

I authorize the HKMA to use my data to keep me informed of any direct marketing information including training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

Please tick the box to indicate your consent.

Please tick the box to indicate your objection.

Signature: _____

Date: _____