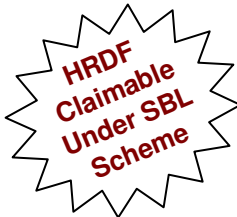




Two-day Training Program



TIME

MASTERY

Trainer's Profile

Time : 9.00 am - 5.00 pm



Yim Choong Chow is a success coach, strategy consultant, author and a much sought after trainer in Asia. His work reflects over 35 years of senior management experience both as a practitioner and a consultant.

His interests are in helping organizations and individuals succeed through transforming and transcending their performance. He regularly conducts high energy soft skills training workshops revolving around selling, service delivery, interpersonal skills, communication, leadership & management, time management and success strategies. Due to his active involvement in the training industry, he has been granted exemption by PSMB as a certified trainer.

Yim Choong Chow is the Executive Director of PJMS, a company he established in 2001 after a long and illustrious career in a major international shipping company where he held, interalia, the position of Managing Director.

Yim Choong Chow has trekked to the Everest Base Camp and is the author of 5 books; three on selling skills, one on time management and the other on self management. In the past twelve months, He has trained in Malaysia, Singapore, Indonesia, India, China, UAE, Vietnam & Myanmar.

Date : 11 – 12 APRIL 2011
MUTIARA HOTEL, JOHOR BAHRU

Date : 18 – 19 APRIL 2011
ARMADA HOTEL, PETALING JAYA

Date : 27 – 28 APRIL 2011
GURNEY HOTEL, PENANG

About The Course

Time is the single biggest shortage among us today. Most of us suffer from time poverty! The phrase “*I don't have time!*” echoes everywhere. People may have opportunities, but they don't have the time to actualize them. They may have money, but no time to enjoy those things that money can buy. “*I am not free!*” very accurately summarizes how some of us have lost our freedom running the daily rat race as a rat! It doesn't need to be that way! And most of all, you don't need to run the race a rat.

Time management is life management. It is about how you take care of your most precious gift & resource. As Benjamin Franklin put it, “*Do you love life? Then do not squander time, for that's the stuff that life is made of.*”

Time Mastery is designed to equip you with a comprehensive set of workable principles & useable tools that will enable you to quickly become excellent in managing time, managing your priorities. You will learn how to make better choices - in your career as well as your private life. As you master the system of managing time, you will gain mastery of life & take proactive control over your own future. Imagine what you can create for yourself & your company if you overcome time poverty! Imagine what you can achieve if you can free yourself to do the things that matter most... Just image the possibilities...

Target Audience

This workshop is for those who:

- Are seldom free, have conflicting appointments, always running behind schedule.
- Truly want to get more out of their day without having to work longer
- Want to manage their time better



Course Fee

RM 1690 / participant *inclusive course materials, lunch, tea-breaks & certificate of attendance.*

EARLY BIRD Discount RM 1590 / participant for registration & payment received 3 weeks before course date.

www.ideapro-logix.com

Planning Your Way to Success

Two-day Program Outline



- Recognizing the key components of effective goal setting
- Creating clearly defined goals based on your role

Managing Multiple Priorities—Focus on the Important and Valid

- Setting priorities using importance and validity as guideposts
- Using urgency to break ties between competing priorities
- Learning to distinguish between competing priorities based on validity and urgency

Concentration—Your Key to Productive Efficiency

- Learning ways to improve your concentration
- Identifying ways to deal with distractions and interruptions

Taming the Typical Time Wasters

- Learning how to handle paperwork effectively
- Eliminating (or at least minimize) e-mail overload
- Diagnosing and treating your procrastinating ways

Managing Meaningful Meetings

- Identifying reasons why some meetings are ineffective
- Planning and leading more productive meetings

Establishing Boundaries to Create Balance

- Prioritizing and choosing your activities to provide balance
- Understanding the importance of honoring your own time

Crafting Your Time Mastery Plan

- Writing two SMART goals for your time mastery plan
- Transferring learning into action

Registration Form

TIME MASTERY

Fax to 03 563 52 520

Choose Location (Tick where appropriate)

- JOHOR BAHRU, Mutiara Hotel | 11 - 12 APRIL 2011**
- PETALING JAYA, Armada Hotel | 18 - 19 APRIL 2011**
- PENANG, Gurney Hotel | 27 - 28 APRIL 2011**

Time 9.00 am – 5.00 pm

Name of Company _____

Address _____

Contact Person _____

Job Title _____

Tel _____ Fax _____

Email _____

Name of Participants: (Write In block letter)

_____ Job Title _____

_____ Job Title _____

_____ Job Title _____

_____ Job Title _____

Ideapro Logix Sdn Bhd (634999 D)
Tower 2, Level 15-C, Boulevard Subang Jaya
Jalan SS12/1, Wangsa Baiduri,
47500 Subang Jaya, Selangor, Malaysia
Tel 03 563 54113 Fax 03 563 52520
Email: biz@ideaprologix.net
www.ideapro-logix.com