

Prioritization & Time Management Workshop

Date: 14th & 15th May 2012

Venue: ATCEN Learning Centre, Damansara Perdana PJ

Workshop Description

Time is elusive and waits for no one. It is always slipping away silently taking along with it our productivity. We all want to accomplish more in our work and lives and be seen as productive to our boss, colleagues and friends.

People who manage their time well have better discipline skills, better self-control, are good in organizing tasks and have a great understanding of what is important and urgent.

Workshop Objectives

- To learn key concept about time management and its impact on results and productivity;
- To determine key tasks and establish priorities
- To eliminate time wasters and conquer procrastination;
- Develop better verbal, listening, questioning skills;
- To observe good time management and success in our jobs and careers;
- To formulate a time management action plan

Who Should Attend?

- Managers
- Executives
- Supervisors

Prioritization & Time Management Workshop Modules

Module 1: Time Management Attitude

- Understanding The Importance of Time Management
- Benefits of Time Management and How It Really Works
- Time Management- Self-Assessment

Module 2: Overcoming Procrastination and Indecision

- Identifying Time Wasters and Managing Personal Time
- Changing Our Habits for Better Time Management
- Developing A Clear Strategy For Decision Making
- Interrupting Interruption – The Art of Refusal and Saying “No”

Module 3: Task & Paperwork Management

- Identifying Priorities – The Difference Between Urgent And Important
- Working Faster With Shortcut On Your Computer
- Better Filing Methods For The Computer
- Realities Of Prioritizing And Leveraging On The Time Matrix
- Task Management – Taming The Telephones And Managing Short Meetings

Module 4: Creating Time

- Moving from Manual to Automated
- Outsourcing Manual Labor
- Relooking Into Procedures and Process for Improvement
- Getting Out of E-mail and Blackberry hell
- How to Gain One Hour Each Day- Execution

Module 5: Strategic Time Management

- Planning with the End Result
- Time Management By Long Term Objectives, Medium Term Goals and Immediate Targets
- Planning and Executing Your Time Profitably
- Who Can Assist Me?

Module 6: Taking Control of Me

- Planning for Crisis and Free Time
- Simple Stress Relievers at Work
- The Way Forward – Devising Action Plans

The **Training Methodology** will be based on the ATCEN PEAK methodology. This will include:

- High Impact Short Lectures
- Lively Activities and Exercises
- Numerous Presentations and Discussions
- Continuous Real Time Feedback from Facilitator

Workshop Chronology

0830	Registration
0900	Workshop Begin
1030 – 1045	Morning Refreshment
1300 – 1400	Lunch
1530 – 1545	Afternoon Refreshment
1700	End of Workshop

Chronology applies for Day 1 and Day 2

Facilitator Profile

Sharmaine Chen Trainer



Sharmaine Chen is a corporate trainer for ATCEN Sdn Bhd and also the owner of the ATCEN Learning Centre at Damansara Uptown. Sharmaine has a Diploma in Accounting and has been actively conducting corporate training for the last 4 years. With her diverse and interesting experience, Sharmaine conducts training related to Grooming and Etiquette, Sales and Administrative Skills.

Sharmaine has vast experience in the Accounting and Administrative profession whereby she spent close to 12 years working with companies in the Wholesale Trading, Shipping, Legal, Insurance, Retail, Manufacturing, Restaurant, Constructions, Hotel and Railway Construction industry. She started as an Accounts Assistant and raised to the position of Accounting Manager and Personal Assistant to Director respectively.

Thereafter Sharmaine undertook a drastic changed in her career by accepting the role as a Reservations Manager in a 5 Star Hotel in downtown Kuala Lumpur. She worked 3 years in the new challenge; working as part of the with the Front Office, Sales & Marketing, Catering and providing a fantastic experience for all the local and international corporate clients and regular guests at this luxurious 5 star Hotel.

She then joined a hotel supplies company as a Sales Manager supplying to all 4 & 5 Stars Hotel for 1 1/2 years. She had to liaise with all the Directors of F&B, Chief Chef, Chief Steward and lastly decision making to meet with the GM. Organise and participate in yearly exhibition held in Malaysia and Singapore. She also worked briefly in the United States. In 2004, Sharmaine decided to venture out as an entrepreneur doing something that was her passion- jewellerys and clothing. She opened a fashion wear boutique and several kiosks in Hotels selling custom made jewellerys made from various components including Swarovski crystals. She also gave grooming consultation to customers on what color suits them, what dress code is suitable for what event and teach them on how to mix and match.

Today other then her current business, Sharmaine also conducts Sales, Self Development, Self Image Improvement and Administrative trainings for several MLM companies. She loves to help people to grow by changing their ways of thinking. She enjoys talking to people by giving them consultation on changing their life for the better and overcoming the challenges in life an being positive. Other than in the Klang Valley, she has conduct trainings in Miri, Brunei and Kuching.

Sharmaine is a person who loves to learn, teach and share. Her life experiences have enlightened her to be more interested in people development and she is more than willing to share her learning with everyone.

Clientele

Companies that have attended ATCEN's public workshops

Advance International Freight Sdn Bhd
 Affin Bank Berhad
 Aims Data Centre Sdn Bhd
 Airfoil Services Sdn Bhd
 Ajinomoto (M) Bhd
 Alcan Packaging Malaysia
 Alcatel-Lucent Malaysia Sdn Bhd
 Alliance Banking Group
 Allianz Life Insurance Malaysia Berhad
 ALSTOM Asia Pacific Sdn Bhd
 Amanah Raya Berhad
 AmBank (Malaysia) Berhad
 AmG Insurance Bhd
 AmLife Insurance Berhad
 Amway (M) Sdn Bhd
 Arachem Tech Training Centre
 Autoliv Hirotako SRS Sdn Bhd
 Automobiles Peugeot
 AXA Affin General Insurance Bhd
 Axon Solutions Sdn Bhd
 Bank Islam Malaysia Bhd
 Bank Muamalat
 Bank Negara Malaysia
 Bank Rakyat
 Beaufour Ipsen International
 BlueScope Steel (M) Sdn Bhd
 BMW Malaysia Sdn Bhd
 Boustead Petroleum Marketing Sdn Bhd
 Business Information Technology
 Byte Craft Sdn Bhd
 Canon Marketing (M) Sdn Bhd
 Celcom (M) Sdn Bhd
 Central Forwarding Agency Sdn Bhd
 Century Total Logistics Sdn Bhd
 Chemopharm Sdn Bhd
 CIMB Bank Berhad
 CL Computers (M) Sdn Bhd
 CMCM Perniagaan Sdn Bhd
 CNI Enterprise (M) Sdn Bhd
 Colgate-Palmolive (M) Sdn Bhd
 Computer Systems Advisers (M) Berhad
 Credit Guarantee Corporation (M) Bhd
 CSC Malaysia
 D G Kom Sdn Bhd
 Dagang Net Technologies Sdn Bhd
 Datacom South East Asia (M) Sdn Bhd
 Datacraft Advanced Network Services Sdn Bhd
 Dell Global Business Center Sdn Bhd
 DHL Express (Malaysia) Sdn Bhd
 Dialog Telekom Limited
 Diethelm (M) Sdn Bhd
 DiGi Telecommunications Sdn Bhd
 Dumex (M) Sdn Bhd
 East of Suez Holdings Sdn Bhd
 ECM Libra Investment Bank Berhad
 ECS Pericomp Sdn Bhd
 Edaran Tan Chong Motor Sdn Bhd
 e-Genting Sdn Bhd
 Entellium Technologies Sdn Bhd
 EON Bank Berhad
 EPF Social Security Training Institute (ESSET)
 EPIC-I Sdn Bhd
 EPS Computer Systems Sdn Bhd
 Ericsson Malaysia
 Etiqa Insurance Bhd
 Etiqa Takaful Bhd
 Euratech (Malaysia) Sdn Bhd
 Formis Software Dynamics Sdn Bhd
 Fresenius Medical Care Malaysia Sdn Bhd
 Frontline Technologies Malaysia Sdn Bhd
 FSBM Mantissa (M) Sdn Bhd
 Fuji Xerox Asia Pacific Pte. Ltd
 Fujitsu (Malaysia) Sdn Bhd
 Gagasan Carriers Sdn Bhd
 Gapurna Technologies Sdn Bhd
 Genting Information Knowledge Enterprise Sdn Bhd
 Global Transit Communications Sdn Bhd
 Group Associated (C&L) Sdn Bhd
 Grundfos Pumps Sdn Bhd
 Gucci (Malaysia) Sdn Bhd
 Guinness Anchor Berhad
 HeiTech Padu Bhd
 Hewlett-Packard Sales (M) Sdn Bhd
 Hilton Petaling Jaya
 Honda Malaysia Sdn Bhd
 ICI Paints (Malaysia) Sdn Bhd
 IITC Global Technology Sdn Bhd
 IMU Education Sdn Bhd
 InfoConnect Sdn Bhd
 ING Insurance Bhd
 interTouch (Malaysia) Sdn Bhd
 iPerintis Sdn Bhd
 Islamic Banking and Finance Institute Malaysia Sdn Bhd
 ISS Consulting (M) Sdn Bhd
 IT-365 Malaysia Sdn Bhd
 ITApps Sdn Bhd
 Jabatan Pengangkutan Jalan
 Jabatan Pentadbiran Latihan
 Jebsen & Jessen Communication Solutions (M) Sdn Bhd
 Johnson Controls (M) Sdn Bhd
 Kannal Solutions Sdn Bhd
 Keretapi Tanah Melayu Berhad
 Khazanah Nasional Berhad
 Kolej Yayasan UEM
 Kualiti Alam Sdn Bhd
 Kurnia Insurance (M) Bhd
 Lafarge Cement Sdn Bhd
 Majlis Amanah Rakyat (MARA)
 Malayan Banking Berhad
 Malayan Cement Industries Sdn Bhd
 Malaysia National Insurance Berhad
 Malaysian Assurance Alliance Berhad
 Maxfame Technologies Sdn Bhd
 Mayban Fortis Holdings Berhad
 Maybell General Assurance Berhad
 MBF Cards (M) Sdn Bhd
 McKinnon & Clarke Sdn Bhd
 MEASAT Satellite Systems Sdn Bhd
 Media Prima Berhad
 MEPS (1997) Sdn Bhd
 Mesiniaga Bhd
 Mexter MSC Sdn Bhd
 Mid Valley City Sdn Bhd
 MISC Berhad
 Mitsui-Soko (M) Sdn Bhd
 MnEBay (M) Sdn Bhd
 MNRB Holdings Berhad
 Modipalm Engineering Sdn Bhd
 MOHR
 Malaysian Life Reinsurance Group Bhd
 Multimedia College
 N2N Connect Berhad
 NCH Corporation (M) Sdn Bhd
 NEC Corporation of Malaysia Sdn Bhd
 Netstar Advanced Systems Sdn Bhd
 OCBC Bank (M) Bhd
 OMD (M) Sdn Bhd
 Optimal Chemicals (M) Sdn Bhd
 Oracle Corporation (M) Sdn Bhd
 P&O Global Technologies Sdn Bhd
 PanGlobal Insurance Berhad
 Paradigm Systems Berhad
 Pembangunan Sumber Manusia Berhad
 Perbadanan Bekalan Air Pulau Pinang
 Pernec Corporation Berhad
 Pharmaniaga Logistics Sdn Bhd
 Plus Expressways Berhad
 Power Innovations Sdn Bhd
 Premier Lubricants (M) Sdn Bhd
 Prometric Technology Sdn Bhd
 Proton Edar Sdn Bhd
 Prudential Services Asia Sdn Bhd
 Rangkaian Segar Sdn Bhd
 REDtone Telecommunications Sdn Bhd
 Rentwise Sdn Bhd
 RHB Bank Berhad
 Ricoh (Malaysia) Sdn Bhd
 Rohas-Euco Industries Bhd
 SAINS Sdn Bhd
 Samsung Malaysia Electronics (M) Sdn Bhd
 Sapura Research Sdn Bhd
 Sarawak Information Systems Sdn Bhd
 SCAN Associates Berhad
 Scope International (M) Sdn Bhd
 Shangri-La Hotels Marketing Sdn Bhd
 Shell IT International Sdn Bhd
 Shell Malaysia Trading Sdn Bhd
 Signature Manufacturing Sdn Bhd
 Skynet Worldwide (M) Sdn Bhd
 SnT Global Services Sdn Bhd
 Sony BMG Music Entertainment
 Southern Bank Berhad
 Standard Chartered Bank
 Star Publications (Malaysia) Berhad
 Sumiso (M) Sdn Bhd
 Sun Media Corporation Sdn Bhd
 Sunway Holdings Bhd
 Sunway Pyramid Sdn Bhd
 Suruhanjaya Syarikat Malaysia
 Takaful Ikhlas Sdn Bhd
 Taylor's College Sdn Bhd
 Teknikast Sdn Bhd
 Teknik Janakuasa Sdn Bhd
 Teledirect Telecommerce Sdn Bhd
 Telekom Sales & Services Sdn Bhd
 Telekom Smart School Sdn Bhd
 Telshine Sdn Bhd
 Tenaga Nasional Berhad
 The Media Shoppe Bhd
 The Nielsen Company (Malaysia) Sdn Bhd
 TIME dotCom Bhd
 TM Asia Life (Malaysia) Berhad
 Tokio Marine Insurans (M) Bhd
 TT dotCom Sdn Bhd
 Tyco Fire, Security & Services Sdn Bhd
 UCB Pharma Asia Pacific Sdn Bhd
 UEM Academy Sdn Bhd
 United Overseas Bank (M) Berhad
 University of Malaya
 VADS Berhad
 ViewPoint Research Corporation Sdn Bhd

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**ATCEN Learning Centre, Damansara Perdana,
Petaling Jaya**

TO REGISTER OR FOR MORE INFORMATION:

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