

## Modules:-

**Module 1: Introduction To Personal Power At Work**

**Module 2: Why Are You Important**

**Module 3: What Are Our Responsibilities**

**Module 4: The Power Of Commitment**

**Module 5: Time Management Basics**

**Module 6: Productivity And Efficiency For A Successful Career**

**Module 7: Key Techniques For Productivity And Efficient Use Of Time**

**Module 8: Managing Your Stress For Work-Life Balance**



**EMPOWER  
YOURSELF!  
ENRICHING  
RESPONSIBILITY  
& COMMITMENT**

**COMFORI SDN BHD**

## Objectives

- appreciate why it is important to be committed to your responsibilities
- clarify the various responsibilities you have and prioritize them
- increase your commitment levels by finding higher meaning in your responsibilities
- learn time management techniques that can help focus your time on your responsibilities
- learn productivity techniques to be more efficient and effective
- learn stress management techniques to manage your energy and emotions better

This two-day workshop is practical and activity based. It guides the participants to explore the multiple aspects of fulfilling their responsibilities. Participants will learn how they can increase their commitment and better manage their time.