

COURSE OUTLINES

**Module 1:
Goal Attainment**

**Module 2:
Prioritizing**

**Module 3:
Planning towards Productivity**

**Module 4:
Your Attitude and Productivity**

**Module 5:
Stress Management**

**Module 6:
Performance Management**

OBJECTIVES

Apply effective planning strategies to be more productive
Understand and refocus their energies to transform their lives
Manage and prioritise tasks
Gain control to reduce interruptions and unnecessary stress/last minute tasks
Delegate with an eye on team development, not just accomplishing goals
Control your top time wasters and lead, live and love a more productive life



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MANAGEMENT COURSE

PRODUCTIVITY STRATEGY: 6 KEYS TO CORPORATE LEADERSHIP SUCCESS

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