



# Time Management Strategies For Managers (2days)

**FTMS** *Global*  
~ Established since 1986

## Introduction:

**Time is a scarce resource and a valuable one.** The way we spend our time determines the quality of our lives. Many of us, often sacrifice our energy and creativity and succumb to routine. Our life becomes mechanistic, routine, dull and boring. We struggle continuously in our lives with interruptions, paperwork, procrastination while we yearn for more flexibility, freedom and room to breathe.

**How do we get out of this claustrophobic situation? How do we ensure that we achieve more in the limited time available to us? How do we strike a balance between work, our personal lives and our social activities?** This programme will show you how to **enhance personal productivity and use time effectively.**

## Objectives:

At the end of this seminar participants will be able to:

- Sets goals
- Analyse current use of time and identify time wasters
- Plan for effective use of time
- Prioritise activities
- Use planning and scheduling aids effectively
- Work out strategies for eliminating time wasters
- Manage meetings
- Delegate effectively

## Methodology

A highly interactive seminar with video case simulations, experiential learning exercises and interactive use of time planning tools

Participants will explore their individual time management problems and work out a personal contract to enhance their time management skills

## Seminar Outlines

### Day One

- How wisely do you manage your time?
- Goal setting
- Identifying Time Wasters
- Elephant Hunting Skills
- Keeping a time log
- Planning – Skills Development
- Prioritising
- Time planning & Scheduling
- Decision Making – Skills Development
- Dealing with Procrastination

### Day Two

- Delegating – Skills Development
- Avoiding Time Traps
- Stress Reduction Techniques
- Coping with Interruptions
- Coping with Interrupters
- Telephone Management Skills
- Making the Best Use of Time Obligations
- Dealing with Absent Minded People
- Dealing with Paperwork
- Assertiveness Skills
- Listening & Probing Skills
- How to have high payoff meetings
- Time Management Worksheets – How to use them

**16 CPD Units**

*Professional Development Programme*

## Speaker's Profile:

### Mr Shareef Jaafar

Shareef has worked in senior general management positions for a number of local and international companies in the hospitality and HR development sector and has **more than 27 years experience in industry**. He also ran an international training and development consultancy operation for a large international group of companies and was a contracted consultant to various commercial education providers in Singapore and the region. He was an appointed Consultant to Nokia (SEA) Distribution Management Team and InWest.

He is multi-disciplined professional holding professional certifications in Marketing, Business Administration, Administrative Management, International Advertising & Communications, Quality Management and Training & Development. He has EXTENSIVE INTERNATIONAL TRAINING & DEVELOPMENT EXPERIENCE and has conducted developmental programmes in Singapore, Malaysia, Hongkong, Vietnam, Thailand, **Brunei (BICPA-FTMS & CFBT)**, Myanmar, Indonesia, Bangladesh, Taiwan, Uganda, Kenya, Dubai (UAE), Pakistan, Uzbekistan and India. He has been active in the **training and development field for the past 22 years and he is a regular speaker at International Business Forums**.

## Administrative Details

### COURSE FEE

*Member (BICPA / ACCA)	B\$700	<b>Inclusive of course materials, two tea breaks &amp; lunch per day</b>
Non-member	B\$750	

Fee is made payable to **BICPA-FTMS Accountancy Academy Sdn Bhd**. Admittance will only be permitted upon receipt of full payment. Registration made by fax / Email must be followed immediately by payment. For Invoice issued settlement must be made within 30 days.

### CONTACT

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Address: Unit No. 3, 1<sup>st</sup> & 2<sup>nd</sup> Floor, Block A, Regent Square, Spg 150, Kiulap, BE1518, Brunei Darussalam.

### CPD HOURS

All participants will be presented with a Certificate of Attendance upon successful completion of the programme.

CPD hours will be printed in the Certificate.

### CANCELLATION

Please inform us in writing if you intend to cancel. An administrative charge of 20% of the registration fee will levied for cancellation received within 14 days prior to the date of the event. You can substitute an alternative delegate if you wish to avoid cancellation charges. Any difference in fee payment will be charged accordingly. Confirmed registrant who failed to attend and did not cancel his registration in writing is liable for the entire fee.

### DISCLAIMER

BICPA-FTMS reserves the right to change the facilitator, date, and cancel the programme should circumstances beyond its control arises.

## Registration Form

**YES! MANAGERS** (I am / We are) interested to attend the Two(2) days seminar on **TIME MANAGEMENT STRATEGIES FOR MANAGERS**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name of Person-In -Charge \_\_\_\_\_

Co. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*Co Organizer:*

*BICPA-FTMS Accountancy Academy*