Maximize Your Impact: Effective Personal Productivity Course

10 – 14 January 2027
Kuala Lumpur (Malaysia)



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Ref: 1011_330362 **Date:** 10 – 14 January 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4600 Euro

Introduction

Achieving high levels of personal productivity isnt a result of luck but the consequence of strategic planning, dedication, and intelligence. In this productivity course, youll gain the essential skills needed to become the high-performing professional organizations across all sectors are searching for. You will learn how to increase personal productivity, be more efficient, and hone your practical skills for professional success.

Enhancing Personal Efficiency

In todays competitive workplace, knowing how to be efficient can make a significant difference in your career trajectory. This course provides personal productivity tips and integrates them into a cohesive long-term professional growth and effectiveness strategy.

Target Groups

- Human Resources Staff
- Coordinators
- Employees across all departments and managerial levels

Course Objectives

By the end of this productivity training for employees, you will be able to:

- Recognize the critical role personal responsibility plays in career success.
- Enhance your productivity with intelligent, fast, and effective work techniques.
- Utilize constructive methods to resolve conflicts.
- Become adept at negotiating win/win situations.
- Understand and embody the team concept, promoting effective teamwork.
- Display initiative and leadership from your current position.

Targeted Competencies

- Teamwork and collaboration
- Leadership and initiative
- Communication skills
- Time management
- Negotiation skills

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MERCURY

Course Content

Unit 1: Personal Accountability, Taking Full Responsibility

- Understand personal responsibility and its scope.
- Identify ways personal responsibility may have been avoided.
- Assess your readiness to embrace personal responsibility.
- Acknowledge the breadth of choices available to you.
- Take ownership of your lifes outcomes.
- Find empowerment in accepting responsibility.
- Recognize your personal powers boundaries and limits.

Unit 2: Personal Productivity: Demonstrating Value-Added

- Manage time effectively to prioritize critical results.
- Set goals extending beyond traditional S.M.A.R.T criteria.
- Master project management for daily efficiency.
- Conduct productive meetings as a leader or participant.
- Utilize quick and effective decision-making and problem-solving.
- Learn effective project management steps and guidelines.
- Develop work habits that skyrocket personal efficiency.

Unit 3: Conflict Resolution: The Road to Win-Win

- Define unhealthy conflict and ways to avoid it.
- Explore and apply different conflict management styles.
- Use a model to tailor responses in conflict situations.
- Assess your default conflict resolution styles.
- Apply a three-step model for conflict resolution.
- Adapt your conflict style for better future outcomes.
- Master collaborative negotiation for win-win scenarios.

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Unit 4: Teamwork, A Blueprint for High Performance

- Understand the team concept and how to enhance teamwork.
- Identify the elements of High-Performance Teams.
- Differentiate between types of teams in organizations.
- Learn about team development stages and dynamics.
- Recognize team member styles for improved cooperation.
- Develop superior teamwork skills.
- Encourage proactive teamwork in your workplace.

Unit 5: Taking the Initiative: Look for Leadership Opportunities

- Recognize the value of initiative and leadership to organizations.
- Lead effectively regardless of your position.
- Absorb fundamental principles of effective leadership.
- Implement actionable leadership behaviors.
- Identify moments to lead among colleagues and higher-ups.
- Gain practical skills for leading project teams.
- Learn to delegate, even if youre not managing others.

This efficiency training program is available for productivity certification and incorporates executive productivity tools, time management, and productivity training to offer a holistic learning experience.