



**TRAINING COURSE**

**ON**

**Effective Time Management to Improve Productivity**

**Course Objective**

By the end of this course, all participants will be able to:

- Plan and prioritize each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Organize your workspace and workflow to make better use of time
- Delegate more efficiently
- Plan meetings more appropriately and effectively

**Course Content**

**Module 1: Time management and Goal Setting**

- What is Time management?
- Real time and down time
- S.M.A.R.T. Goals
- Prioritizing Your Goals
- Action plan

**Module 2: Prioritizing Your Time**

- The 80/20 Rule
- The Urgent Versus Important Matrix
- Assertiveness

**Module 3: Time management Process**

- Understand down time and real work
- Time management process
- Tips for time management

**Module 4: Tackling Procrastination**

- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog!

**Module 5: Organizing Your Workspace**

- De-Clutter
- Managing Workflow
- Dealing with E-mail
- Using Calendars

**Module 6: Delegating Made Easy**

- When to Delegate
- To Whom Should You Delegate?
- How Should You Delegate
- Keeping Control
- The Importance of Full Acceptance



**25-26 May 2017**

**Time: 8:00am to 5:00pm**

**Venue: Hotel**



**Deadline:**

**24 May 2017**

**Target Participants**

This training is highly recommended for supervisors, executives, assistant managers, managers and those whose jobs require time management skills.

**Training Fee**

(Fee is inclusive of Lunch and learning materials. Certificate of completion provided)

- Direct Member: **USD 175 Nett/person**
- Member of GMAC, MBCC, CMA, IBC, ACRA, BBAC, EuroCham, AMCHAM, MAC: **USD 205 Nett/person**
- Non Member: **USD 225 Nett/person**

**Registration**



**Mr. ORM Ponnareay**  
**or Mr. VANN Sela**

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 training@camfeba.com

**About Trainer**

**Mr. OUL Van (MBA from Australia)**

**Specialties: Marketing, Management and Business Development, Customer Service**

Mr. Oul Van holds an MBA from CharlesSturt University, Australia and got professional trainer of trade from Canada. He is specialist in Marketing, Management, Business Development and Negotiation Skills.

He is currently working as a General Manager at Asia Tune Hotel, Business Consultant and Business advisor for many Businesses and training organizations in Cambodia, a Consultant for International and Local Training & Management Solutions and a Professional Trainer for WTO, UNCTAD, MPDF & Cam Edge Training Program. He also helps the training of CAMFEBA as Associate Trainer as well over 11 years.

He has more than 15 years of training experience in the field of Sales, Marketing and Management in public and private sectors. He has had experience in academic and corporate training programs at many local universities in Cambodia. He has done well with a Business Consultant for International Training Center (ITC, UNCTAD/WTO, base in Switzerland) that has 135 Business Consultancy organizations around the world.

He is also one of successful entrepreneurs for his own business (Line Management Group Co., Ltd. Group of Line Management Stationery, Bayon Book Center and Sunflower Printing house). He has a high sense of responsibility for a wide spectrum of business activities and has valuable hands-on experience of setting up and developing new businesses.