Sometimes tough situations will come and we must be ready to face and tackle the challenging situations. Join the workshop and empower yourself with necessary skills and motivation in order to forge ahead and bring your work to another level of success.

Learning Outcomes

At the end of the workshop, participants will be able to:
- Generate the right perspective of time
- Plan effective goals
- Practise with the tools for managing time
- Identify principles for better work performance
- Explain the importance of time balancing
- Formulate effective interpersonal communication skills

Contents

- The 2 currencies we use in work and life
- Time management tools for work
- Principles of time management for better work performance
- Gauging the balance of the time

Facilitator

Bernard Lee’s prior experience in professional customer service and his experience as a sales professional provided him with excellent interpersonal and communication skills, which he puts to good use by imparting values, principles and skills that are important in many industries. Bernard was also a training manager in an MNC company where he specializes in creating programs on soft skills, as well as, personal development and enhancement. He believes very much in training and leading people, and has often been referred to as “inspiring”, “expressive” and “interesting with a touch of humor”. Bernard also provides coaching and mentoring to groups of people.

Bernard is a Certified NLP coach & practitioner with the American Board of Neuro-Linguistic Programming. He is also certified as a Time Line Therapy Practitioner™ and a Hypnotherapy Practitioner. Bernard has earned the title as a Certified Master Class Trainer and an Impact System Coach.

Enquiries and Registration

TUNKU ABDUL RAHMAN UNIVERSITY COLLEGE
Centre for Continuing and Professional Education
Tel: 03-4149 9164 (Direct Line) Tel: 03-4145 0123, ext: 516 (Ms Lee)
Fax: 03-4149 9253 Email: cpe@mail.tarc.edu.my
Website: www.tarc.edu.my FB: www.facebook.com/tarctraining
Savvy Professional Workshops

The fee is applicable for registration of 3 participants / 3 workshops or more in one registration.

To register, please submit completed registration form and payment as follows:

Director, Centre for Continuing & Professional Education
Tunku Abdul Rahman University College
P. O. Box 10979, 50932 Kuala Lumpur / Fax No: 03-4149 9253 / Email: cpe@mail.tarc.edu.my

PARTICIPANT'S DETAIL:
Name: __________________________________________
Student ID/Alumni Access Card No: __________________
New IC No:  ______________________________
Designation: ____________________________________
Company (if applicable): __________________________________________________________________________________
Correspondence Address: __________________________________________________________________________________
Tel (H): ___________________ Tel (O): _________________ Handphone: ____________________
Fax No: ___________________ Email: __________________

CONTACT DETAILS (IF DIFFERENT FROM THE ABOVE)
Organization Name: _______________________________________________________________________________________
Contact Person: _____________________ Designation: _____________________
Correspondence Address: _________________________________________________________________ Tel (O): ______________________
Fax No: ___________________ Email: __________________

PAYMENT DETAILS
Cheque / Bank draft no: _____________ for the amount of _____________ made in favor of ‘KOLEJ UNIVERSITI TUNKU ABDUL RAHMAN’. Payment via Public Bank Account no: 3181564113. Please fax / post the bank-in slip to us for record.

Signature: __________________________ Date: __________________________

Would you like to receive information on CPE programs / events in the future? YES ☐ NO ☐

TERMS & CONDITIONS
☑ Registration is on a first-come-first-served basis.
☑ Participants are requested to submit one form per participant.
☑ All registrations MUST be accompanied with the full payment.
☑ There is no refund on cancellation after registration but a replacement is allowed prior to course commencement.

☐ Tunku Abdul Rahman University College reserves the right to amend or change the programme, venue or speaker, or cancel the programme if warranted by circumstances beyond its control. In the event of cancellation, all fees paid will be refunded.

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