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FROM TIME CRUNCH TO ENERGY BOOST: A PRODUCTIVITY TRANSFORMATION



DELICIA NG

HEAD OF TALENT GROWTH, LYNCH PIN UNIVERSITY



MASTER YOUR TIME,
ENERGIZE YOUR LIFE



RECHARGE,
REFOCUS,
REIGNITE YOUR
PRODUCTIVITY



DELEGATE,
PRIORITIZE,
THRIVE

PLACE AND DATE

**KIAN Campus, Radia,
Shah Alam**

27-28 November 2024

COURSE SUMMARY

This two-day training equips executives and leaders with strategies to optimize time, manage energy, and delegate effectively. Combining Covey's *First Things First* and *Begin with the End in Mind* principles with insights from *Manage Your Energy, Not Your Time* and *Who's Got the Monkey?*, participants will develop sustainable productivity and leadership skills.

WHO SHOULD ATTEND?

This programme is intended for employees ranging from **executive to managerial level** who is involved in managing tasks with tight deadlines who must balance many competing priorities and are looking for strategies to **maintain personal energy and work-life balance**.

REGISTRATION FEE/PAX

RM 2,600

NOW HRDC CLAIMABLE !

REGISTER NOW

Contact Kien Ti at kien@lynch-pin.com for further enquiries



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COURSE OUTLINE

REGISTRATION FEE/PAX

RM 2,600 | NOW HRDC CLAIMABLE !

COURSE OBJECTIVES

At the end of this course, participants should be able to:

1. Prioritize tasks effectively using First Things First, focusing on what truly matters.
2. Delegate tasks efficiently and empower team members by applying Who's Got the Monkey? principles.
3. Manage and sustain personal energy through physical, emotional, and mental energy renewal strategies.
4. Align daily actions and habits with long-term goals using Begin with the End in Mind.
5. Create personalized rituals for productivity, well-being, and work-life balance.
6. Minimize distractions and interruptions to enhance focus and performance.

BENEFITS OF ATTENDING THIS COURSE

1. **Enhanced time management** by prioritizing tasks effectively using Covey's *First Things First*, focusing on what matters most for long-term success.
2. **Improved delegation** through *Who's Got the Monkey?*, empowering your team to take ownership and reduce subordinate-imposed time.
3. **Sustainable energy management** with personalized rituals for physical, emotional, and mental renewal, aligned with *Begin with the End in Mind* to support long-term goals.
4. **Increased productivity** by minimizing interruptions and distractions, optimizing your workspace for better focus and efficiency.
5. **Work-life balance strategies** that prioritize personal well-being alongside professional responsibilities.

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COURSE OUTLINE/OUTLINE

METHODOLOGY

The learning will take on the format of a Lecture with support of visual aid (Powerpoint Slides), as well as Facilitated Discussions, Exercises, Role Plays, Videos, and Q&A sessions.

DAY 1 MODULE 01

Introduction to
Energy and
Time
Management

DAY 1 MODULE 02

Physical
Energy
Management
for Sustainable
Work

DAY 1 MODULE 03

Delegating
and
Empowering
for Maximum
Time
Management

DAY 1 MODULE 04

Creating
Rituals for
Emotional and
Mental Energy
Renewal

DAY 2 MODULE 05

Mastering
Subordinate-
Imposed Time

DAY 2 MODULE 06

Advanced
Techniques for
Reducing
Interruptions
and
Distractions

DAY 2 MODULE 07

Aligning
Personal
Values with
Work

DAY 2 MODULE 08

Implementing
a Sustainable
Time and
Energy
Management
Plan

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AGENDA

DAY 01

START	END	DURATION	ACTIVITY
9:00 AM	9:15 AM	15 mins	Welcome & Icebreaker Activity (Participants share their key time and energy challenges and personal goals)
9:15 AM	10:45 AM	1 hr 30 mins	Module 1: Introduction to Energy and Time Management (Overview of energy vs. time management and Covey's <i>First Things First</i>)
10:45 AM	11:00 AM	15 mins	BREAK
11:00 AM	12:30 PM	1 hr 30 mins	Module 2: Physical Energy Management for Sustainable Work (<i>Begin with the End in Mind</i> framework for energy management and personal renewal)
12:30 PM	1:30 PM	1 hr	LUNCH BREAK
1:30 PM	3:00 PM	1 hr 30 mins	Module 3: Delegating and Empowering for Maximum Time Management (<i>Who's Got the Monkey?</i> framework with a focus on empowering others)
3:00 PM	3:15 PM	15 mins	BREAK
3:15 PM	4:45 PM	1 hr 30 mins	Module 4: Creating Rituals for Emotional and Mental Energy Renewal (<i>First Things First</i> in designing daily energy rituals and priorities)
4:45 PM	5:30 PM	45 mins	Q&A and Summary of Day 1

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AGENDA

DAY 02

START	END	DURATION	ACTIVITY
9:00 AM	9:15 AM	15 mins	Recap of Day 1 (Quick review of key takeaways and personal reflections on prioritizing energy)
9:15 AM	10:45 AM	1 hr 30 mins	Module 5: Mastering Subordinate-Imposed Time: Who's Got the Monkey? (Returning monkeys and preventing time bottlenecks)
10:45 AM	11:00 AM	15 mins	BREAK
11:00 AM	12:30 PM	1 hr 30 mins	Module 6: Advanced Techniques for Reducing Interruptions and Distractions (First Things First: Prioritizing high-impact tasks and reducing interruptions)
12:30 PM	1:30 PM	1 hr	LUNCH BREAK
1:30 PM	3:00 PM	1 hr 30 mins	Module 7: Aligning Personal Values with Work (Begin with the End in Mind – Reflecting on long-term goals and aligning daily tasks with personal values)
3:00 PM	3:15 PM	15 mins	BREAK
3:15 PM	4:45 PM	1 hr 30 mins	Module 8: Implementing a Sustainable Time and Energy Management Plan (Begin with the End in Mind – Create personalized action plans)
4:45 PM	5:30 PM	45 mins	Final Q&A and Closing Remarks

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TRAINER PROFILE



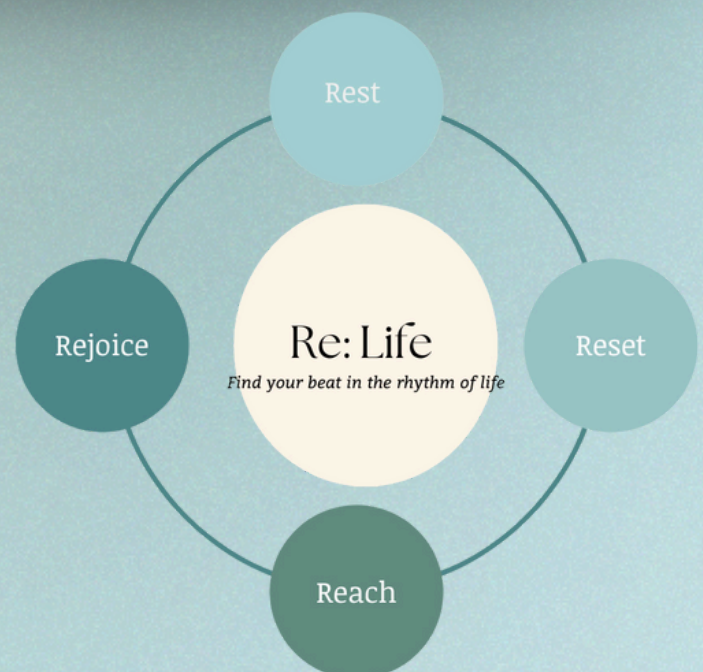
DELICIA NG
HEAD OF TALENT GROWTH, LYNCH PIN UNIVERSITY

Delicia Ng is a certified coach recognized by the International Coach Federation (ICF) with over a decade of experience in leading and inspiring individuals.

She excels in designing award-winning Life Skills Programmes and offers expertise in coaching and facilitation. Delicia creates innovative programs that provide practical tools for maximizing learning outcomes, employing a collaborative approach tailored to each team's specific needs. Her safe and supportive environment fosters growth and unlocks potential.

Delicia's expertise includes priority management, communication, conflict management, stress management, and emotional intelligence.

Contact her for a free consultation to discover how her coaching can help achieve leadership goals.



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