



course : Effective Management Skills & Techniques: A Comprehensive Training

City : Kuala Lumpur
Start Date : 2025-10-20
Period : 2 Weeks

Hotel : Kuala Lumpur
End Date : 2025-10-31
Price : 5925 \$

HighPoint Training and Management Consultancy
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Course Overview

This comprehensive training course is designed to enhance personal effectiveness by equipping participants with skills to manage their time efficiently, organize and prioritize tasks, and lead teams more effectively. By developing these competencies, individuals become more productive, motivated, and capable of delivering higher outputs across any business function.

The course also addresses organizational needs for improved planning, goal-setting. This comprehensive Management Skills & Techniques training course equips participants with the essential skills to manage their time, tasks, and teams effectively. It focuses on practical methods to organize work, prioritize tasks, make informed decisions, and lead teams efficiently. The course develops personal productivity and organizational effectiveness, enabling participants to implement continuous improvements and achieve better results in both professional and personal contexts. Participants will learn practical management skills and techniques that support continuous improvement, enable efficient work management, and drive meaningful change within their organizations.

Course Objectives

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

- Develop skills to set goals and complete work on time
- Apply effective planning processes for individual and team tasks
- Utilize practical tools for decision making and problem solving
- Identify tasks that can be eliminated, prioritized, or delegated
- Overcome performance obstacles and enhance personal effectiveness
- Improve team collaboration and leadership capabilities

Target Audience

This course is suitable for a wide range of professionals, including:

- Line and functional managers, team leaders, and supervisors
- Intermediate and senior-level managers in private, public, and non-profit sectors
- Professionals seeking to improve time management, planning, and decision-making skills
- Individuals who want to enhance personal productivity and leadership effectiveness

Methodology

The course uses an interactive and practical approach, combining:

- Lectures and presentations for conceptual understanding
- Group discussions and activities to reinforce learning
- Case studies and role-plays for real-world application
- Hands-on exercises to practice time management, planning, and decision-making techniques
- Reflection and feedback sessions to embed skills for immediate use in the workplace

Course Outline

Day 1: Organizing Yourself and Your Time

- Assess personal productivity and improvement areas
- Managing workflow, emails, and office systems
- Prioritizing tasks using urgent/important matrix
- Using leverage for maximum results
- Introduction to goal setting and planning

Day 2: Planning, Prioritizing and Delegation

- Mind mapping for tasks and project planning
- Sequencing work with Gantt charts
- Effective scheduling and meeting deadlines
- Delegation skills and improving team efficiency
- Handling multiple priorities

Day 3: Overcoming Challenges and Enhancing Productivity

- Managing interruptions and distractions
- Dealing with late or difficult people
- Procrastination strategies
- Conducting productive team meetings
- Applying emotional intelligence for better team collaboration

Day 4: Goal Setting, Decision Making and Problem Solving

- Macro and micro goal setting (vision, mission, values)
- SMART, HARD, and BHAG goals
- Strategic, tactical, and operational planning
- Logical and intuitive decision-making techniques
- Creativity and problem-solving tools

Day 5: Leadership, Communication and Self-Management

- Leadership styles for modern workplaces
- Empowered delegation and motivating teams
- Effective communication and persuasive presentations
- Stress management, focus, and work-life balance
- Developing a personal action plan for sustained improvement

Certificates

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates. Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.