

# **Effective Personal Productivity**

## *Full day workshop*



*Maximizing personal productivity  
through time management and  
goal setting*

### **Objective**

To provide executives and managers with the tools and techniques to be more organized, productive and effective in their personal and professional lives.

### **Who should attend?**

Executives and managers who wish to put time back on their side by managing their time more effectively and be more productive at work.

### **Benefits of Attending**

This intensive one-day workshop will equip participants with skills to establish routines, set personal goals, plan and prioritize things, stay more focused to accomplish targets, create an efficient environment and use practical, take away tools for maximizing personal productivity.

The training methodology is interactive and the participants will learn by 'doing' various exercises and will be assisted by a competent and skilled facilitator to bring these concepts home on a practical level.

The following topics will be covered during the workshop:

- Time wasters and type of interruption
- Personal productivity style
- Planning and setting effective and actionable goals
- Managing interruptions
- Essential habits of time management
- Personal action plan

## What you will learn?

### Morning session

- Identify and control your biggest time wasters
- Appreciate how your thinking and behavioral preferences affect how goals are made and executed
- Planning and setting effective and actionable goals
- Establishing your priorities
- Essential habits of effective time management

### Afternoon session

- Managing interruptions and learning to say no tactfully
- Strategies for control of your email inbox and calendar
- Tackling procrastination
- Reading faster and with better comprehension
- Organizing your workspace
- Creating your own action plan

## Learning Methodology

Our teaching approach is highly interactive resulting in a more memorable and enjoyable learning experience. Learning is achieved via real life examples, which reinforces the theory, and topic-related videos. This will be an interactive and hands-on workshop where there will be scenario based activities and group discussions, quizzes, role play and games. Participants will receive a certificate of attendance at the end of the workshop.

## About the workshop leader

### Jerome Song



Jerome has over 20 years experience in finance and accounting with both local and regional responsibilities. Presently, Jerome is a full-time facilitator within PwC's Academy in Singapore. He was previously heading the regional finance team of a marketing communications group in Singapore. With a great passion for education, Jerome has moved into training and development and has conducted training for participants in finance, business management, leadership and communications skills in Singapore and the region.

His international corporate experience helps him connect to the challenges faced by both individuals and teams and he is able to bring relevant knowledge and practical experience to the training sessions.

### What past participants say

*“Often felt like there was never enough time in the day, this workshop helped me learn to take back my time.”*

*“Acquired practical and effective strategies and techniques for time management and goals setting”*

*“Simple and easy to implement systems! Finally I can work towards organizing and managing my time”*

## How to register

Please fill in the registration form attached below and send it to [academy.sg@sg.pwc.com](mailto:academy.sg@sg.pwc.com).

For further queries, please contact Ms. Jaslyn at (65) 9623 4123.

A complete calendar of training courses can also be found on our website [www.pwc.com/sg/academy](http://www.pwc.com/sg/academy).

# Registration Form

## Effective Personal Productivity

Rates (incl. 7% GST)	PwC Clients & Alumni	Public
Early Bird rates*	S\$535	S\$580
Normal rates	S\$580	S\$630

10% group discounts for 3 participants & above

\*Early Bird rates: To qualify for early bird registration, **registration fees must be received 30 days before the workshop date**. Registration fees are based on date of payment receipt, not the date of receipt of registration form.

Please register the following person/s for the workshop on:

11 June 2018 (9 am - 5 pm)     14 September 2018 (9 am - 5 pm)

1. Name: Mr/Ms/Mdm ..... Designation: .....  
Email: ..... Contact No: .....
2. Name: Mr/Ms/Mdm ..... Designation: .....  
Email: ..... Contact No: .....
3. Name: Mr/Ms/Mdm ..... Designation: .....  
Email: ..... Contact No: .....

### Contact Person

Name: Mr/Ms/Mdm ..... Designation: .....

Company: ..... Address: .....

.....  
Email: ..... Contact No.: ..... Fax: .....

Enclosed is the cheque for S\$..... (Cheque no. ....) made payable to  
"PricewaterhouseCoopers Risk Services Pte Ltd" Kindly indicate the course code "**EPP**" along with your  
payment for ease of reference.

### Registration and Payment

Registrations will only be confirmed upon receipt of payment and registration form. Please email the scanned copy of your registration form to [academy.sg@sg.pwc.com](mailto:academy.sg@sg.pwc.com) and/or mail the registration form and payment to **7 Straits View, Marina One, East Tower, Level 9 Mail Centre, Singapore 018936 (Attn: Jaslyn LG Lau, PwC's Academy)**

For registration and enquiries, please call Ms Jaslyn at (65) 9623 4123 or email us at [academy.sg@sg.pwc.com](mailto:academy.sg@sg.pwc.com).

### In-Company Training

This workshop can be presented on-site at your organisations an in-house programme. For more information and enquiries, please contact Tony Moore at (65) 9637 5489 or email at [anthony.moore@sg.pwc.com](mailto:anthony.moore@sg.pwc.com).

### Note:

- Fees includes 7% GST, refreshment, lunch and seminar kit.
- The seminar will be conducted at a dedicated training room at our office in MarinaOne or at a venue located near an MRT.
- Certificate of Attendance will be awarded on successful completion of the workshop.

### Cancellation policy:

Full payment must be made prior to the seminar.

Registered participants will be liable for the full fee even in the event of non-attendance.

Upon receipt of registration, any request for cancellation or a replacement must be confirmed in writing at least **(7) working days** before the seminar and subject to PwC's Academy's approval.

A 10% administrative fee will be imposed for any cancellation or deferment received less than **(5) working days** before the seminar. PwC reserves the right to amend, postpone or cancel the seminar due to unforeseen circumstances.