



Mastering Time Management & Key Performance Indicators (KPI)

TRAINING BROCHURE

This dynamic program is designed to equip you with practical techniques to effectively manage your time, prioritize tasks, and meet targets while aligning with key performance indicators. Unleash your potential to excel in your professional journey by mastering time management strategies and leveraging KPIs to drive your success.



INTRODUCTION

Most management in Malaysia today, only see KPI as a tool to ensure their people deliver the expected results within the agreed time frame. But unfortunately, many did not realize that KPI is not just a performance management system. KPI system that properly designed for organizational development will certainly provide good option for Human Resource Development, Succession Planning and Business Productivity Improvement.

These 2 days program will be a think tank session for strategies and managers to get hold of high end knowledge on formulating framework for business growth.



COURSE OBJECTIVE

- Encourage Management Team Members to share responsibility to improve organization performance and help meet business objectives
- Learn how to carry out an Operational Analysis and understand the planning process in developing Key Performance Indicators
- Determine and identify Key Results Area to drive your business
- Learn how to do KPI goal setting
- Learn to formulate Key Performance Indicators for your organization and departments
- Create an understanding and learn to write clear and measurable objective

WHY YOU MUST JOIN OUR TRAINING?

- HRDF Certified Trainer & Knowledgeable trainer
- Interactive Experience Sharing
- Guaranteed Learning Outcome
- Emphasize **Active Learning** as main method of learning
- A proactive learning cultures



WHAT IS ACTIVE LEARNING?

Active learning is a class teaching and learning techniques that **involves learners** in learning activities other than passively listening to lectures. The activities include **thinking, discussing, investigating, and creating.**

In class, students **practice skills, solve problems, struggle with complex questions, make decisions, propose solutions,** and **explain ideas** in their own words through writing and discussion.



WHO SHOULD ATTEND?

This training is versatile and applicable to a wide range of roles, emphasizing the importance of effective time management and the strategic use of Key Performance Indicators (KPIs) in the professional landscape.

01

Head of Departments

Learn the strategic leadership such as acquire advanced time management skills to lead the department efficiently, ensuring tasks are prioritized effectively.

02

Sales People

Enhance time management skills for better sales planning and execution and also to understand the relevance of KPIs in tracking and improving sales performance.

03

Managers

Gain insights into advanced time management techniques for optimizing team efficiency and explore the significance of KPIs in setting and achieving organizational goals.

04

Line Leaders

Acquire skills to guide and motivate team members efficiently and learn to align team activities with KPIs to contribute to overall organizational success.

05

Professionals Working on a Team

To understand collaborative time management practices and explore team-based KPIs to evaluate and boost collective performance.

06

Human Resources Personnel

Learn practical time management techniques for day-to-day responsibilities and understand how individual contributions impact overall KPIs.

COURSE CONTENT

In two days comprises of 14 hours program, you will learn below topics:

Day One

9.00 am	PART 1: The World of KPIS <ul style="list-style-type: none">• The Value added by KPIs• Challenges in Performance Measurement• Performance Management Concept• Organizational Levels <ul style="list-style-type: none">• Performance Management Tools• KPI Framework• KPI Lifecycle• Governance• Activity 1: Group discussion	
	10.15 am Tea Break	
10.30 am	PART 2: Understanding KPIs <ul style="list-style-type: none">• KPI Related Terminology• Metrics and KPIs	<ul style="list-style-type: none">• Smart Objectives Decomposed• Activity 2: Practical workshop to identify and prioritize Issues
	12.00 pm Lunch Break	
1.00 pm	PART 3: KPI Typology <ul style="list-style-type: none">• Leading vs Lagging KPIs• Qualitative vs Quantitative KPIs• Efficiency vs Effectiveness KPIs	<ul style="list-style-type: none">• DNA Map• Activity 3: Writing Goals & Objectives Session
	3.00 pm Lunch Break	
3.15 pm	PART 4: KPI Selection <ul style="list-style-type: none">• KPI selection for organizational scorecard• KPI selection sources	<ul style="list-style-type: none">• KPI selection techniques• Activity 4: Hands-on Session with guided templates• Q&A
	5.00 pm END OF DAY ONE	

COURSE CONTENT (cont.)

Day Two

9.00 am	PART 5: Aspects of Time Management <ul style="list-style-type: none">• Importance of Time Management• Types of Goals• Planning & Goal Setting• Managing yourself• Dealing with other people• Your time• Getting Results• Activity 5: Group Discussion	
	10.15 am Tea Break	
10.30 am	PART 6: Fundamentals of Time Management <ul style="list-style-type: none">• Focus is on time and resources• Pre-analysis of performance• Analysis of goals and objectives	<ul style="list-style-type: none">• Systemization of processes• Activity 6: Group discussion
	12.00 pm Lunch Break	
1.00 pm	PART 7: Productive Work <ul style="list-style-type: none">• Busy vs. Productive• Indecision & Delay• Overwork• Urgency vs Importance• Activity 7: Role Play	PART 8: Time Management Techniques <ul style="list-style-type: none">• Prioritise – Pareto Analysis• Removing Avoidance – Garbage Can• Managing Unexpected Events• Organised Work Stations
	3.00 pm Lunch Break	
3.15 pm	PART 8: Time Management Techniques (Con't) <ul style="list-style-type: none">• Delegation Principles• ABCD analysis• Johari Window• Activity 8: Hands On session	PART 9: Time Management System <ul style="list-style-type: none">• Functional• Portable• Intelligible• Activity 9: Summarizing• Q&A and Evaluation
	5.00 pm END OF DAY TWO	

TRAINER PROFILE



PONMALAR BUDDATI SANGGATY

"Delightfully engaging" is an often-heard description of Malar's training sessions. Participants are inadvertently drawn to her charismatic nature as she makes the learning process fun. Although fun and games form an integral part of her training modules, Malar ensures that participants return to their organizations enhanced with skills that they can immediately put in action.

Her distinctive qualities as a person lie in the unspoken elements of attentiveness, thoughtfulness, and powers of observation as well as a critical eye for detail. She also demonstrates respect, inspires confidence and displays a genuine interest in people. She motivates her participants with an energetic and dynamic style of teaching.

Educational Background

Bachelor of Arts, major in Anthropology & Sociology
National University of Malaysia (UKM)

Master's in Business Administration
University Utara Malaysia (UUM)

Professional Qualification

Certified Train The Trainer
PSMB TTT/6356

Malaysian Association of Training
Providers (MATPRO)

Certified Practitioner of Neuro-
Linguistic Programming (ABNLP)

Certified KPI Professional &
Practitioner (KPI Institute)

REGISTRATION FORM

Complete the registration form and email for reservation.

All Registrations will be confirmed ONE WEEK before the commencement of the course.

👤 Ms.Shima | Ms.Syilla | Ms.Aida ✉ training@cammgnt.com 🌐 www.cammgnt.com

☎ 03-6241 5211 | 016-226 4799 | 016-229 8995 | 016-622 1038



COURSE TITLE: Mastering Time Management & Key Performance Indicators (KPI)

DATE: ☐ 15-16 Feb 2024 ☐ 9-10 May 2024

METHOD OF ☐ Online: Zoom Meeting

FEES: ☐ RM 2,300 nett / pax

LEARNING : ☐ Physical: X-Limit Learning Hub, Kepong, KL
(Opposite MRT Metro Prima Station)

**Course Fees Includes 6% SST, e-Training Materials, e-Certificate of Completion. Tea break and lunch are provided for physical session.*

APPLICANT'S INFORMATION

1	NAME:			
	IC NO:		MOBILE NO:	
	EMAIL:		DESIGNATION:	
	VEGETARIAN: <input type="checkbox"/> YES <input type="checkbox"/> NO			
2	NAME:			
	IC NO:		MOBILE NO:	
	EMAIL:		DESIGNATION:	
	VEGETARIAN: <input type="checkbox"/> YES <input type="checkbox"/> NO			
3	NAME:			
	IC NO:		MOBILE NO:	
	EMAIL:		DESIGNATION:	
	VEGETARIAN: <input type="checkbox"/> YES <input type="checkbox"/> NO			

BILLING INFORMATION

COMPANY NAME:			
COMPANY ADDRESS:			
CONTACT PERSON:		DESIGNATION:	
MOBILE NO:		EMAIL:	

AUTHORIZATION

COMPANY STAMP:		AUTHORIZED SIGNATURE	
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PAYMENT METHOD

Payment of fee must be made PRIOR to commencement of the program. Kindly select the method of payment on the following:

- ☐ By Cheque
☐ By Bank Transaction
☐ By HRDC Claim (SBL-Khas)

Please email the bank-in slip with your company's name to training@cammgnt.com as proof of payment.

*Crossed cheques should be made payable to "CAMBRIDGE TRAINING SDN BHD" or bank-in payment to: Maybank Account No. 5-145891-77878.

CANCELLATION

Once a registration is confirmed (upon received CT's training confirmation letter), NO cancellation / withdrawal will be allowed. Failure to attend without prior notice shall be liable for RM500 administrative charges (per day/per person). Replacement of registered delegate who are not able to attend to the training/ or rescheduling to the same course with new date or equivalent course with pre-notification to organizer can be arranged at no additional cost. All training fees paid are not refundable.

DISCLAIMER

CAMBRIDGE TRAINING reserves the right to change the speaker, date and to cancel the programmed should circumstances beyond the company control arise. CAMBRIDGE TRAINING also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. All efforts will be taken to inform participants of any changes. Customer may be entitled to a refund of any fee paid in respect of the cancelled training but shall not otherwise be entitled to any compensation, costs, travel expenses, losses or damages arising from such cancellation. Cambridge Training will not be liable if failure or delay in performing an obligation under this training program due to force majeure. These include fire, natural disasters, pandemic outbreak, war, or other emergency situations.