

## Modules:-

**Module 1: Challenges to Productivity**

**Module 2: Goal Attainment**

**Module 3: Prioritizing**

**Module 4: Planning towards Productivity**

**Module 5: Your Attitude and Productivity**

**Module 6: Stress Management**

**Module 7: Performance Management**



# PRODUCTIVITY STRATEGY: 6 KEYS TO CORPORATE LEADERSHIP SUCCESS

COMFORI SDN BHD

## Objectives

- Apply effective planning strategies to be more productive
- Understand and refocus their energies to transform their lives
- Manage & prioritise tasks
- Gain control to reduce interruptions and unnecessary stress/last minute tasks
- Delegate with an eye on team development, not just accomplishing goals
- Control your top time wasters and lead, live and love a more productive life

In this amazing 2 days programme, you will learn how to increase productivity with productivity tools like time management, goal attainment (not goal setting), better leadership techniques, planning and prioritising your work, work-life balance, effective delegation and even stress management. Stop struggling and start achieving!