



London TDM

# Quality and Productivity Improvement Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 19 October 2025 To 23 October 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day professional course on "Productivity Improvement Techniques" is designed to equip participants with the necessary skills and tools to enhance their productivity in the workplace. Through interactive sessions, practical exercises, and insightful discussions, attendees will gain valuable insights into effective time management, goal setting, and efficiency optimization. The course aims to empower individuals to maximize their potential and drive success in their professional endeavors.

## Objectives

- Understand fundamental productivity principles and concepts.
- Enhance time management skills to efficiently prioritize tasks.
- Explore tools and technologies that aid in productivity improvement.
- Learn techniques for setting and achieving realistic goals.
- Cultivate habits that foster continuous productivity growth.

## Course Outlines

### Day 1: Introduction to Productivity Principles

- Overview of productivity and its importance in the workplace.
- Understanding the impact of productivity on personal and professional success.
- Identifying personal productivity baselines and areas for improvement.
- Exploring the role of mindset in productivity enhancement.
- Discussion on common productivity challenges and solutions.

### Day 2: Time Management and Prioritization

- Effective time management strategies and frameworks.
- Prioritization techniques to manage workload efficiently.
- Delegation skills and knowing when to outsource tasks.
- Tools and technologies for better time management.
- Setting boundaries to improve focus and productivity.

### Day 3: Tools and Technologies for Productivity

- Overview of productivity-enhancing tools and software.
- Hands-on session with productivity apps and technologies.
- Customizing tools to fit personal productivity needs.
- Integrating productivity tools into daily workflows.
- Optimizing digital environments for minimal distractions.

### Day 4: Goal Setting and Achievement

- Principles of effective goal setting.
- Creating SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.
- Strategies for maintaining motivation and accountability.
- Overcoming obstacles and adapting goals as needed.
- Evaluating progress and celebrating successes.

## **Day 5: Cultivating Productive Habits**

- Identifying and breaking non-productive habits.
- Building routines that promote consistent productivity.
- Mindfulness and stress management for productivity improvement.
- Developing resilience to maintain productivity under pressure.
- Creating a long-term plan for continuous productivity growth.