



London TDM

Quality and Productivity Improvement Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 02 November 2025 To 06 November 2025

Course Place: Royale Chulan Hotel

Course Fees: 6,000 USD

Introduction

In today's ever-evolving workplace landscape, mastering productivity in remote and hybrid settings is essential for professionals and organizations striving to thrive. This 5-day professional course is designed to equip participants with the tools, strategies, and mindset needed to excel in these flexible work environments.

Objectives

- Understand the dynamics of remote and hybrid work environments.
- Develop effective communication and collaboration strategies.
- Learn time management techniques tailored for remote work.
- Implement technology solutions to enhance productivity.
- Foster a healthy work-life balance while working remotely.

Course Outlines

Day 1: Understanding Remote and Hybrid Workplaces

- Overview of remote and hybrid work models
- Challenges and opportunities in remote work
- Setting up a productive remote environment
- Company policies and expectations for remote work
- Adapting to cultural shifts in the workplace

Day 2: Effective Communication in Remote Settings

- Tools for virtual communication
- Best practices for video conferencing
- Building strong remote team relationships
- Overcoming communication barriers
- Feedback and performance reviews remotely

Day 3: Time Management Techniques

- Structuring your day for maximum productivity
- Prioritizing tasks and managing distractions
- Using digital tools for task management
- Setting boundaries to avoid burnout
- Monitoring and evaluating productivity

Day 4: Technology for Enhanced Productivity

- Essential software and apps for remote work
- Automating routine tasks
- Data security and privacy concerns
- Remote access and collaboration tools
- Integrating technology with workflows

Day 5: Cultivating Work-Life Balance

- Recognizing signs of work-related stress
- Wellness and mental health in remote work
- Designing a balanced work-life routine
- Mindfulness and relaxation techniques
- Long-term strategies for sustainable productivity