



London TDM

# Soft Skills and Personal Development 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

The "Productivity and Focus Mastery" course is designed for professionals seeking to enhance their efficiency and concentration in a demanding workplace environment. Over the span of five days, participants will dive deep into strategies and practices that foster a higher level of productivity and enable sustained focus. Through a blend of theoretical knowledge and practical exercises, this course aims to equip attendees with the tools necessary to maximize their performance and achieve their goals effectively.

## Objectives

- Understand the fundamentals of productivity and focus.
- Identify personal and environmental factors affecting concentration.
- Develop effective time management skills.
- Implement stress reduction and mindfulness techniques.
- Create a personalized productivity improvement plan.

## Course Outlines

### Day 1: Foundations of Productivity

- Defining Productivity: Concepts and Myths
- Introduction to Focus: Why It Matters
- The Psychology of Attention and Concentration
- Identifying Personal Productivity Barriers
- Setting Goals: SMART Methodology

### Day 2: Time Management Techniques

- Prioritization Skills: The Eisenhower Matrix
- Effective Scheduling and Planning
- Using Technology to Enhance Time Management
- The Pomodoro Technique and Its Benefits
- Avoiding Procrastination: Strategies and Tools

### Day 3: Enhancing Focus and Concentration

- Creating the Ideal Work Environment
- Mindfulness Practices for Better Focus
- Break Routines: The Importance of Rest
- Handling Distractions Effectively
- Cognitive Exercises to Strengthen Focus

### Day 4: Stress Management for Sustained Productivity

- Identifying Sources of Stress in the Workplace
- Building Resilience: Techniques and Strategies
- Relaxation Techniques: Guided Practices
- The Role of Physical Activity in Stress Reduction

- Integrating Work-Life Balance

### **Day 5: Personal Productivity Plan Development**

- Review of Key Concepts and Strategies
- Self-Assessment: Identifying Strengths and Weaknesses
- Developing a Tailored Productivity Plan
- Implementing and Monitoring Progress
- Maintaining Long-Term Productivity and Focus