



A Practical Guide to Improving Productivity & Time Management Workshop

Registration Form

About the Workshop

In today's society, we are pressured to get more things done within a shorter period of time. This has created much stress and a drop in our productivity. Join us in this workshop and learn 10 ways to improve your productivity so that you can achieve greater results at work.

Key Topics

- Applying 10 ways to improve productivity at work
- Improving time management skills to get more things done
- Strategise using WBS to break down and plan one's work
- Managing interruptions, ad-hoc requests and time-wasters effectively
- Prioritising work and managing multiple tasks
- Using leverage correctly to multiply work output
- Applying the productivity framework and developing productive habits

The Speaker – Mr Koh Thong Joo

Koh Thong Koo is a business practitioner with more than 23 years of industry experience working in MNCs, stat boards, SMEs, public-listed companies and corporate training. During his career, he has spearheaded various portfolios, including sales & marketing, business development, strategic planning and corporate training. Thong Joo specialises in providing training in the area of sales, managerial and leadership skills, applied psychology, presentation skills, creative problem-solving and service excellence.

Who Should Attend Anyone who wants to achieve better results through effective time management

Date: 23 August 2024, Friday	Course Fees: \$398 per participant (Includes Handouts, Lunch & Refreshments)
Time: 9.00am to 5.00pm (Registration starts at 8.45am)	To register: Email your registration forms to us or register online.
Workshop Venue: Carlton Hotel 76 Bras Basah Road Singapore 189558	960 Dunearn Road, #06-25, Singapore 589486 Tel: 6293 9068 Email: info@kcacademy.com.sg Website: www.kcacademy.com.sg
	Payment Details: Payment by bank transfer or PayNow Corporate (UEN no. 201100115H) before commencement of workshop

Participant 1:

Participant 2:

Contact Person: (If different from above)

Company Name:

Company Address:

UEN No: Tel: Fax:

Upon receipt of registration, any cancellation must be confirmed in writing, and will be subject to a 10% administrative charge. If notice of cancellation is received less than 5 working days before the course date, or if participant fails to show, participants will be invoiced for the full fee. However, substitutes will be allowed. KC Academy Pte Ltd reserves the right to cancel/postpone the event or change the venue/date/time of the workshop in view of unforeseen circumstances.