

Time Management & Personal Effectiveness

Empowering professionals to achieve more through smarter time management

25 & 26 November 2026
9.00am - 5.00pm | GMT +8



Concorde Hotel, KL
Zoom Platform

WHY YOU SHOULD ATTEND

This two-day interactive workshop equips participants with practical tools and proven techniques to improve time management, personal effectiveness and productivity by managing priorities, attention, energy and commitments more strategically. Through discussion, debate, critical self-assessment with practical exercises; and real-world application.

Participants will identify barriers to effectiveness, strengthen planning, prioritisation, decision-making, communication and execution, and leave with greater self-awareness, a practical toolkit and a personalised action plan to enhance accountability, reduce stress and deliver sustained high performance in both their professional and personal lives.

Organised by:



WEeventz Pte Ltd (Singapore)
WEeventz Malaysia Sdn Bhd (Malaysia)

www.weventz.sg

TARGET AUDIENCES

This training is suitable for:

- Middle Managers
- Team Leaders & Supervisors
- Department Heads & Functional Managers
- Project Managers & Project Coordinators
- Executive Officers & Senior Executives
- Administrative Professionals & Executive Assistants
- Customer Service, Sales & Operations Professionals
- High-Potential Employees & Emerging Leaders
- Individual Contributors seeking to improve productivity, work-life effectiveness and personal performance



This is a **Hybrid event** where participants can choose to attend **In Person** at our training venue or join **Virtually** via Zoom Platform.

Strictly limited number of seats to ensure maximum learning and experience for all participants
Thorough and customized program to address current market concerns
Provision of a digital certificate to participants at the end of the training