



TIME MANAGEMENT



25 July 2024

9.00am – 5.00pm

**MEFA Training Centre, 3A03,
Block A, Phileo Damansara 2
Seksyen 16, Petaling Jaya,
Selangor**

**RM 850.00 Member/pax
including SST**

***HRDF Claimable Payable to
MEF Academy Sdn Bhd**




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REGISTER NOW

<https://forms.office.com/r/bZ9zq2C75t>





Chong Wan Ling is a seasoned professional with 13 years of experience in higher education, specializing in academia and business development. Passionate about providing top-quality education, she holds certifications in Malaysian Sign Language and contributes to the Malaysia Deaf and Mute community. She is certified in Interior Design (Level 3) and Train the Trainer, and excels in technical and vocational training. She has a proven track record in business development, successfully identifying growth opportunities and establishing new partnerships. Her strategic planning and collaborative approach have enhanced organizational market presence. She is adept at developing and delivering impactful training programs, focusing on continuous learning and professional development, and ensuring participants gain practical, real-world skills.



TIME MANAGEMENT

Helping participants to deal with themselves and as a result achieve more!

Participants are given opportunities to explore their present time management skill sets as well as to know how to apply the new skills they learn, both personally and professionally

OBJECTIVES

- To understand the reasons in practicing Time Management
- To identify the key areas to focus in your work
- To learn the importance of planning and prioritizing
- The importance of deadlines
- To improve in your efficiency

