

HRDF  
CLAIMABLE

Richard La Faber's

# POWER PRODUCTIVITY

Develop mindsets & skillsets to increase productivity at the workplace through better time-management, goal setting, personal development, and people skills!

Time. Many complaint they don't have enough of it, and yet, every one of us is given the same amount every day. Successful individuals have mastered the art of effective time and priority management, which resulted in them performing consistently. Productivity is up, momentum is generated, stress is non-existence, and harmony develops within and around them. *The first truth is, it is not what fills your calendar that is important; it is how you fill it.*

So how do you teach your people proper time management? There are tools, techniques, systems, software, gadgets readily available, but deadlines are still not met, tasks are not carried out, and everyone is stressed out! That is because no one system is meant to fit everyone. To be able to develop excellent time and priority management, and to keep performing at peak state, you must first sort yourself from within – to discover that motivates you, to learn about your strengths and shortcomings – and customize a system for yourself that will work for you.

In **POWER PRODUCTIVITY**, *Richard La Faber* will be sharing personal discovery tools with the participants, because when you understand yourself better, you can pick a better system. Richard will then equip participants with the most effective tools to increase productivity - time management matrixes, prioritising tools, free tools and systems. Being a communication expert, Richard will also empower participants with communication and people relationship skills so they can delegate task better.

## WORKSHOP BENEFITS

- **DEVELOP** the right mindset for peak performance
- **DISCOVER** yourself and be aware of your personal strengths, shortcomings, and values
- **ELIMINATE** the clutter in your mind that is keeping you from being efficient
- **IGNITE** the passion in your work that you thought you have lost
- **INCREASE** your success with proper goal setting techniques that has worked for millions
- **MASTER** your emotions with state management techniques
- **BE EQUIPPED** with proven tools and systems, and customize one just for yourself
- **LEARN** how to say NO, and being loved for it
- **ACQUIRE** communication techniques to effectively delegate tasks
- **EFFECTIVELY** manage priorities, time, task & stress

### WHO SHOULD ATTEND THIS WORKSHOP?

- Executives
- Junior Managers
- Business Owners
- Talent Pool Candidates

## ALSO by RICHARD LA FABER

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### POWER PRESENTATIONS

Develop the key vocal skills & mindset you need to have greater impact & verbal influence.

A program by

*La Faber Academy*

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## Richard La Faber

*Communications Consultant, Motivational Speaker, Corporate Trainer, Hypnotherapist, Lecturer, NLP Practitioner, Radio Personality, Master of Ceremony, Voice Actor, Success Life Coach/Mentor, Vocal Coach, & Writer.*

Driven by his passion to inspire audiences and encourage them to live their dreams, combined with 30 over years working in the Radio, News, TV and Education industry, Richard is well known for his dynamic presentations that consistently earn him awesome reviews. His unique ability to adapt to participants from all walks of life allow him to reach out to a wide spectrum of audiences, from corporate leaders to cleaners, ministers to mothers, academics to students, teenagers to pensioners, celebrity to commoners!

Richard is equally at ease with inspirational keynotes, high impact workshops, in-house training, learning luncheons, dinner talks and skills coaching. His stage charisma, enthusiasm and zeal to share his knowledge, backed by personal real life stories, leave participants and audiences with a desire to expand and extend themselves, to be the best that they can be.

### WORKSHOP OUTLINE

#### Attitude Towards Time

- The implications of different views about time
- Mental techniques to increase productivity
- Managing the impact of perfectionism on productivity
- Avoiding procrastination
- Taking advantage of dead time
- Eliminating obsession with critical tasks

#### Planning

- Setting goals systematically to maximize productivity
- The daily life mission statement
- The ideal planning style
- Brainstorming
- The bottom-up and top-up approach to productivity

#### Organizing

- The physical & digital environment
- The best reference system
- The best calendar & tray system
- The GTD principle
- The latest calendar methodology
- Urgency & Importance prioritizing

#### Dealing With People

- Saying 'No' positively
- Dealing with interruptions politely
- Staying in control
- Effective delegation
- Handling phone interruptions

### PARTICIPANT'S DETAILS

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Office No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

### TERMS & CONDITIONS:

1. Seat(s) for the participants will be confirmed upon receipt of a completed registration form/email reply to [training@ignitiative.com](mailto:training@ignitiative.com) and full payment. 2. Payment must be received 21 days prior to the start of the training program. 3. For cancellations, if written notice is given more than 10 days prior to the event, a substitute can be nominated at no additional charge. However, if there are no substitutes, or if written notice is received 10 days prior to the training, the organizer reserves the rights to charge 50% of the total investment as a cancellation fee. 4. Participants who walk-in on the event day will be charged the full fee, and can only be admitted if there are still seats available. They are also not eligible to enjoy any special bonuses offered.



### WORKSHOP FEES

Normal Price: RM980/pax

*Special Introductory Offer!*

**Be The First 10 To Register & Pay Your Price Will Be Only RM480!**

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### WORKSHOP DETAILS

Date: Friday, 21<sup>st</sup> MAR '14

Time: 9.30am to 5pm

Venue: The NeoOne Academy  
40B, 2nd Floor,  
Jalan Tun Mohd Fuad,  
TTDI, Kuala Lumpur

**LIMITED SEATS!  
REGISTER TODAY!  
CALL/SMS  
016 225 2500  
[grow@plaseed.com](mailto:grow@plaseed.com)**

### PAYMENT DETAILS

CASH or CHEQUE DEPOSIT

Bank: **Maybank**

Acc. No: **5-12763-11510-6**

Acc. Name: **PLASEED TRAINING**

Please fax payment slip to  
+603.6204.5741 or scan & email to  
[grow@plaseed.com](mailto:grow@plaseed.com).