

Offices Management and Problem Solving

Kuala Lumpur (Malaysia)

26 August - 6 September 2024

UK Traininig

PARTNER



Offices Management and Problem Solving

Code: LM28 From: 26 August - 6 September 2024 City: Kuala Lumpur (Malaysia) Fees: 7000 Pound

Introduction

Effective offices management and problem-solving skills are essential for personal and professional success. In our fast-paced world, the ability to make the most of your time and address challenges efficiently can greatly impact your productivity and overall well-being. This 10-day course on time management and problem solving is designed to equip you with the knowledge and practical tools to enhance your skills in these critical areas.

Objectives

- Develop a deep understanding of the importance of time management and problem solving in daily life.
- How to manage offices.
- Providing support to VIPs
- Acquire a range of time management techniques to maximize your productivity and minimize stress.
- Enhance your problem-solving skills, enabling you to tackle challenges with confidence and creativity.
- Create a personalized time management plan to suit your unique needs and goals.
- Apply problem-solving strategies to address complex issues, both personally and professionally.
- Cultivate a proactive mindset and build habits that foster better time management and problem-solving abilities.

Course Outlines

Day 1

Introduction to Offices Management, Problem Solving, and Time Management

- The significance of time management and problem solving in modern life.
- Identifying common time-wasting activities.
- Understanding the problem-solving process.
- Introduction to office management and its importance.
- Providing support to VIPs in the workplace.

Day 2

Setting SMART Goals

- Defining Specific, Measurable, Achievable, Relevant, and Time-bound goals.
- Establishing clear objectives to guide your time management and problem-solving efforts.

Day 3

Prioritization and Planning

UK Training

PARTNER



- Techniques for prioritizing tasks and activities.
- Creating effective to-do lists and schedules.
- Time-blocking for improved productivity.

Day 4

Delegation and Time Optimization

- Strategies for delegating tasks and responsibilities.
- Time-saving tips and hacks for optimizing your daily routines.
- Office management best practices.

Day 5

Problem Identification and Analysis

- Recognizing different types of problems.
- Tools for problem analysis and root cause identification.
- The importance of gathering data and information.

Day 6

Creative Problem Solving

- Techniques for generating innovative solutions.
- Brainstorming, mind mapping, and lateral thinking.
- Encouraging creativity in problem-solving.

Day 7

Decision Making

- Understanding the decision-making process.
- Evaluating options and making informed choices.
- Dealing with uncertainty and risk.

Day 8

Time Management Tools and Technologies

- Introduction to time management apps and software.
- Strategies for effective email and task management.
- Using technology to streamline your daily activities.
- Office management tools and software.

Day 9

Proactive Time Management and Problem Solving

- Developing a proactive mindset.

UK Training

PARTNER



- Building habits that support time management and problem-solving success.
- Overcoming common obstacles and resistance.
- Office management strategies for proactive solutions.

Day 10

Personalized Action Plan

- Creating a customized time management, problem-solving, and office management plan.
- Setting achievable goals for implementing what you've learned.
- Reflecting on your progress and future improvements.
- Strategies for providing exceptional support to VIPs in a professional setting.

UK Training
PARTNER



Blackbird Training Cities

Europe



Zurich (Switzerland)



Stockholm (Sweden)



Lyon (France)



Copenhagen (Denmark)



Bordeaux (France)



Annecy (France)



Oslo (Norway)



Edinburgh (UK)



Glasgow (Scotland)



Malaga (Spain)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)
(Switzerland)



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Manchester (UK)



Milan (Italy)

USA & Canada



Los Angeles (USA)



Florida (USA)



Online



Boston (USA)



Washington (USA)



Miami(USA)



New York (USA)



Toronto (Canada)



Blackbird Training Cities

Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia)



Bangkok (Thailand)



Beijing (China)



Moscow (Russia)
(Malaysia)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur



Jakarta (Indonesia)

Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Marocco)



Nairobi (Kenya)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Refinement

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 training@blackbird-training.com

 www.blackbird-training.com

UK Training
PARTNER

