



where is your focus?

*Are your people focused on the right priorities?*

Your people will achieve their highest priorities, through proven productivity skills and powerful planning systems.

Organizations that thrive and grow are the ones that live by the principles of high performance—high focus on mission and values coupled with superb business execution. In any great organization, it is their people that make the difference. No organization can succeed until individuals within it succeed.

With **Focus: Achieving Your Highest Priorities™**, your people will develop skills that would help them clarify, focus on, and execute on the highest priorities—personally and professionally. This would in turn help your organization achieve dramatic improvements in efficiency and productivity.

PRINCIPLES  
FOR LIFE

 **FranklinCovey.**  
Organization Services

**FOCUS: ACHIEVING YOUR HIGHEST PRIORITIES™**  
With FranklinCovey Malaysia Presenter and Consultant

THE FRANKLINCOVEY CURRICULUM



## PROGRAM AT A GLANCE

### 1 Focusing Energy

Learn how to develop vision, establish personal and professional values, become engaged and focused on outcomes that really matter.

Understand and apply the process for focusing on the truly important rather than the merely urgent, and learn how to set personal goals that align with organizational values and mission-critical priorities.

### 2 Achieving Results

Learn how to prioritize work on a weekly and daily basis, and break down most important work goals into key tasks for effective execution.

Increase efficiency and personal effectiveness with the integration and use of planning tools (paper and electronic), and mastering the process of managing information (email, voice mail, etc).

### 3 Personal and Professional Balance

Learn how to balance personal and professional priorities, define your key roles and determine the responsibilities that flow from these roles.

Achieve life balance, and make commitments to renew your personal productive capacity by practicing self renewal.

#### TRAINING MODEL

The enemy of the best, is the good—  
discover the secret to achieving the best.

*Focus: Achieving Your Highest Priorities™* is an engaging, highly interactive workshop that teaches productivity skills, integrated with a powerful time management system, that will help your people think differently about how they spend their time and how they can manage it effectively.

*Focus™* will help your people develop skills that enable them to clarify, focus on, and execute on the highest priorities—personally and professionally.

They would learn how to stay focused on the highest priorities, gain control of the competing demands on their time, achieve balance in their lives and avoid the cycles of frustration. This would in turn help your organization achieve dramatic improvements in efficiency and productivity.

#### WHO SHOULD ATTEND

*Focus™* is beneficial for all members of your organization, from the boardroom to the shopfloor, who need to make improvements in their personal and professional productivity.

#### TRAINING BENEFITS

- Develops the ability to focus on the truly important rather than merely urgent priorities.
- Eliminates low-priority activities to free up time to focus on the most important goals and tasks.
- Aligns team members' personal work goals to organizational missions.
- Increases productivity at all levels to achieve organizational goals.
- Increases efficiency through implementing a reliable, integrated planning system (paper and electronic).
- Increases personal effectiveness by applying best practice to information management (email, voice mail, etc).
- Reduces stress and frustration by balancing work and life priorities.
- Increases team members' satisfaction at work through greater achievement.



The integrated planning system that is key to achieving critical goals and initiatives—The Franklin Planner®.

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# REGISTRATION

## PROGRAM INFORMATION

### DATE

June 7-8, 2010 (2 days)

### TIME

9.00 am – 5.00 pm

### FEE

- RM 1,490 per participant
- RM 1,350 per participant  
For groups of 5 or more from the same organization

### VENUE

FranklinCovey Training Center  
Petaling Jaya, Selangor

## ENQUIRIES & REGISTRATION

TEL 603.7955 1148 / 7957 6627

FAX 603.7955 2589 / 7958 6646

WEB [www.franklincoveymalaysia.com](http://www.franklincoveymalaysia.com)

## CLAIMS & GRANT ELIGIBILITY

Kindly (✓) to indicate your claim/grant eligibility (applicable to Malaysian participants only):

- HRDF CLAIMS – PROLUS scheme  
 HRDF CLAIMS – SBL KHAS scheme  
 HRDF CLAIMS - SBL scheme  
 HRDF CLAIMS - PERLA scheme

## TERMS & CONDITIONS

- Please note that registration will only be confirmed upon payment.
- Registration made without payment are subject to our cancellation without prior notice. Payment to be made at least ONE month in advance to ensure your booking is confirmed.
- Please make cheques, marked A/C Payee Only, payable to : **Leadership Resources (Malaysia) Sdn Bhd.**
- There will be no refund for cancellation by participants less than 30 days before program date. We will however, on case-by-case basis, allow replacement to be made, upon communications of full details of the new participant.
- The organizer reserves the right to cancel the program due to unforeseen circumstances. In such event, the fee would be refunded in full.

## COMPANY/ORGANIZATION DETAILS

Name of Company / Organization:

Address:

Name of Contact Person: Mr / Ms

Tel:

Fax:

Email:

## PARTICIPANT DETAILS

1. Mr / Ms

Email:

Designation:

2. Mr / Ms

Email:

Designation:

3. Mr / Ms

Email:

Designation:

4. Mr / Ms

Email:

Designation:

5. Mr / Ms

Email:

Designation:

Total Number of Participants:

Approving Manager's Name:

Designation:

Signature & Company Stamp:

Date:

## PAYMENT DETAILS

Amount Payable: RM

Cheque / Bank Draft No:

Credit Card Details:  American Express  Visa\*  MasterCard\* Expiry Date (MM/YY):

Card No:

AMEX ID No:

Name on Card:

\*Security Code 3 digits after Card No. at reverse :

Signature (For Credit Card Payment):