

Getting Things Done®



Date

28 - 29 September 2020

Deadline: 29 August 2020



Join this Course!

GETTING THINGS DONE® is a personal productivity methodology that redefines how you approach your life and work.

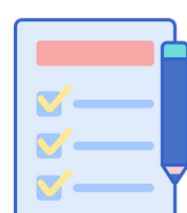


Who Should Attend?

This GTD® training is equally suitable for:

- Executives
- Managers
- Supervisor
- Executives
- Managers
- and, individuals who wish to overcome overwhelm, and stress-free productive system.

Programme Outcome



- Capture anything and everything that has your attention and concern
- Define actionable things into concrete next steps and successful outcomes
- Organize information in the most streamlined way, in appropriate categories, based on how and when you need to access it
- Keep current and “ahead of the game” with appropriately frequent reviews
- Keep track of the bigger picture while managing the small details
- Make trusted choices about what to do in any given moment.

Programme Outline

28 September 2020

- Introduction
- CAPTURE: Collect what has your attention
- CLARIFY: Process what it means
- ORGANISE: Put it where it belongs

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- REFLECT: Review frequently
- ENGAGE: Simple do!
- Setup of GTD® system (using own tools; tablets, laptop, book, post-it, Excel, Asna..)

Programme Leader

SAIRUL RHYMIN C.A MOHAMED

Sairul Rhymin, has over 25 years of experience in Telecommunications, People Development, IT and E-Government. He held senior positions in both the Government and Private sector in Brunei Darussalam. A practitioner of GTD for many years, he is passionate in helping others achieved greater personal productivity through the GTD methodology. He was trained by David Allen and other Senior GTD Trainers. He is currently undergoing Master Trainer development to sustain the growth of GTD in Malaysia and Brunei Darussalam, and in the near future Singapore.

Please Register here:

1	Name	
	IC Number	
	Position	
	Department	
	Email	
	Telephone	
2	Name	
	IC Number	
	Position	
	Department	
	Email	
	Telephone	
3	Name	
	IC Number	
	Position	
	Department	
	Email	
	Telephone	

Approved by:

Signature	
Name	
Position	
Department	
Email	
Telephone	

PROGRAMME FEE

STAKEHOLDERS	NON-STAKEHOLDERS
\$ 690.00 (SBS 4%)	\$ 690.00

IMPORTANT NOTE

Stakeholders are participants from MOFE, AMBD and all domestic banks in Brunei Darussalam.

TERMS AND CONDITIONS

- The programme fee is inclusive of workshop material(s), refreshment and certificate.
- Payment must be made upon receipt of invoice issued by CIBFM.
- CIBFM operates a strict **NO CANCELLATION POLICY** once the receipt of registration has been issued. However, CIBFM will welcome and accept replacements.
- CIBFM reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.