



## Better Skills to Enhance Productivity

## OVERVIEW

Transform the way you work and supercharge your productivity with this two-day programme, designed to equip you with essential skills and strategies to excel in both your personal and professional life.

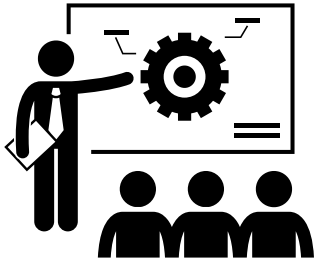
## OBJECTIVES

- Analyse current use of time and identify obstacles to reach efficient time management.
- Tackle procrastination more effectively.
- Prioritise tasks by importance and urgency.
- Set SMART goals and objectives.
- Deal with interruptions from others and say 'no' when needed.
- Create own productivity blueprint.

## WHO SHOULD ATTEND?

Individuals who would like to improve their time management and productivity skills.

## METHODOLOGY



Face-to-face

## PROGRAMME DETAILS

DATE	TIME
Day 1 & 2	8:00 am - 12:00 pm 1:30 pm - 5:00 pm

\*\*\*Subject to change

Please refer to [www.bilif.com.bn](http://www.bilif.com.bn) for the latest updates\*\*\*

## PROGRAMME OUTLINE

- Managing Our Time
- Effective Goal Setting
- Time Management Techniques
- Managing Relations with Others
- Conquering Challenges
- Your Personal Productivity Blueprint



## PROGRAMME LEADER

**AYUMI YUSOF**

Ayumi is an emerging voice in the Learning and Development space, bringing a practical and people-centred approach to productivity and personal effectiveness. As Acting Manager in the Professional Development Department at the Brunei Institute of Leadership and Islamic Finance (BILIF), she actively contributes to program development for events and training programs, with a particular emphasis on Leadership and Management, and Soft-Skills.

Her career began in Marketing and Product Management, where she gained a strong appreciation for creativity and the design of meaningful experiences. These early foundations continue to influence her work in Learning and Development, shaping the way she curates programmes that are engaging, relevant, and grounded in real-world application.

Ayumi holds a Masters in Environmental and Natural Resource Economics from the University of Birmingham and is certified as an Advanced Training Professional (ATP). She has facilitated workshops on productivity, time management, and personal growth, and regularly shares insights on professional development through engaging talks.

# BETTER SKILLS TO ENHANCE PRODUCTIVITY



To apply for the programme, please email your completed form to askSEED@bilif.com.bn 30 days before your programme dates.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$600.00	<input type="checkbox"/> \$700.00

Please tick your preferred dates:  11 - 12 Feb 2026  6 - 7 May 2026  3 - 4 Jun 2026

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

## APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

Please email the invoice to:

\_\_\_\_\_  
Signature and Company's Stamp

## Terms and conditions:

### Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

### Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF 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.

# ABOUT BILIF

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership.

Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards, especially in the areas of Islamic finance.

All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Since its inception, BILIF has conducted 809 programmes and 83 events for more than 16,900 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including the "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022; "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.



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Events

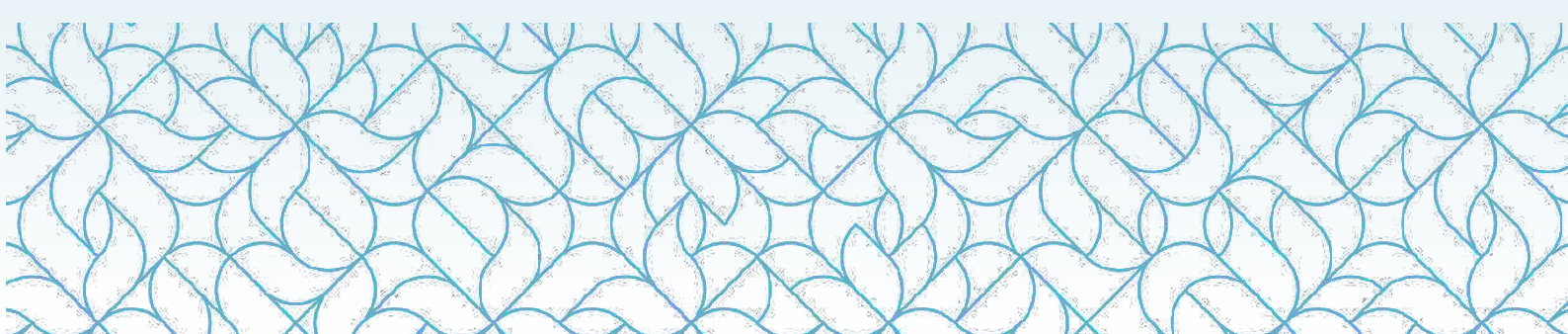
# 954

Programmes  
and Examinations

# 18,900+

Participants

# INTERNATIONAL AWARD WINNING INSTITUTE





Discover our upcoming programmes and events:

[bilif.com.bn](http://bilif.com.bn)

Contact our Client Solutions Department for any enquiries:

[askSEED@bilif.com.bn](mailto:askSEED@bilif.com.bn)

Alternatively, you can also WhatsApp us at  
+673 8271 140 to learn more about our offerings.