



London TDM

# Quality and Productivity Improvement Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 03 May 2026 To 07 May 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

In today's ever-evolving workplace landscape, mastering productivity in remote and hybrid settings is essential for professionals and organizations striving to thrive. This 5-day professional course is designed to equip participants with the tools, strategies, and mindset needed to excel in these flexible work environments.

## Objectives

- Understand the dynamics of remote and hybrid work environments.
- Develop effective communication and collaboration strategies.
- Learn time management techniques tailored for remote work.
- Implement technology solutions to enhance productivity.
- Foster a healthy work-life balance while working remotely.

## Course Outlines

### Day 1: Understanding Remote and Hybrid Workplaces

- Overview of remote and hybrid work models
- Challenges and opportunities in remote work
- Setting up a productive remote environment
- Company policies and expectations for remote work
- Adapting to cultural shifts in the workplace

### Day 2: Effective Communication in Remote Settings

- Tools for virtual communication
- Best practices for video conferencing
- Building strong remote team relationships
- Overcoming communication barriers
- Feedback and performance reviews remotely

### Day 3: Time Management Techniques

- Structuring your day for maximum productivity
- Prioritizing tasks and managing distractions
- Using digital tools for task management
- Setting boundaries to avoid burnout
- Monitoring and evaluating productivity

### Day 4: Technology for Enhanced Productivity

- Essential software and apps for remote work
- Automating routine tasks
- Data security and privacy concerns
- Remote access and collaboration tools
- Integrating technology with workflows

## **Day 5: Cultivating Work-Life Balance**

- Recognizing signs of work-related stress
- Wellness and mental health in remote work
- Designing a balanced work-life routine
- Mindfulness and relaxation techniques
- Long-term strategies for sustainable productivity