MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

ANALYTICAL THINKING, ATTENTION TO DETAIL, STRESS & TIME MANAGEMENT

"Strengthen Mental Precision, Master Time, and Manage Pressure to Perform at Your Peak."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

In today's fast-paced professional world, the ability to think clearly, focus on what matters, and manage stress and time efficiently is critical to success. This integrated training program provides participants with the cognitive tools and emotional intelligence strategies needed to enhance analytical thinking, boost attention to detail, and master both stress and time management under pressure. Using evidence-based practices, real-life simulations, and personal assessments, this course prepares professionals to lead, think, and act with greater clarity and control.

Objectives

By the end of this course, participants will be able to:

- Apply structured analytical thinking models to problem-solving
- Improve accuracy and reduce errors through enhanced attention to detail
- Identify personal stress triggers and implement coping techniques
- Prioritize tasks effectively using proven time management strategies
- Enhance focus and mental clarity in high-pressure situations

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Why Attend

This training builds the core professional capabilities that enable better decision-making, performance under pressure, and precision in fast-paced work environments. It’s especially valuable for roles requiring high accuracy, problem-solving, or multi-tasking.

Target Audience

- Project Coordinators and Analysts
- Supervisors and Team Leaders
- Administrative and Operational Staff
- Engineers, Quality Professionals, and Auditors
- Anyone looking to build mental agility and manage workload effectively

Individual Benefits

- Think more logically and critically under pressure
- Reduce oversight and mistakes in daily work
- Gain tools for controlling stress and improving mental well-being
- Better manage deadlines and competing priorities
- Build resilience and maintain focus in fast-moving environments

Organizational Benefits

- Improve decision-making accuracy and accountability
- Reduce costly errors and rework
- Increase team productivity through improved time use
- Promote a healthier, more focused, and emotionally resilient workforce

Instructional Methodology

- Interactive workshops and case-based learning
- Brain training exercises and logic drills
- Stress and time management simulations
- Self-assessments and peer coaching
- Personal strategy plans for workplace application

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Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Analytical Thinking

- Module 1: Introduction to Analytical Thinking (07:30 – 09:30)
- Module 2: Cognitive Biases and Mental Traps (09:45 – 11:15)
- Module 3: Structured Thinking Models (MECE, 5 Whys, Root Cause) (11:30 – 01:00)
- Module 4: Case Study: Logical Problem Solving in Action (02:00 – 03:30)

Day 2: Enhancing Attention to Detail

- Module 1: The Psychology of Focus and Perception (07:30 – 09:30)
- Module 2: Techniques to Improve Accuracy and Spot Errors (09:45 – 11:15)
- Module 3: Practice Lab: Precision Tasks and Auditing Exercises (11:30 – 01:00)
- Module 4: Creating a Personal Detail-Orientation Toolkit (02:00 – 03:30)

Day 3: Understanding and Managing Stress

- Module 1: Stress Response and Impact on Performance (07:30 – 09:30)
- Module 2: Stress Profiling: Identifying Triggers and Patterns (09:45 – 11:15)
- Module 3: Practical Stress Management Tools (Breathing, Cognitive Reframing) (11:30 – 01:00)
- Module 4: Group Simulation: Performance Under Pressure (02:00 – 03:30)

Day 4: Mastering Time and Task Management

- Module 1: Time Management Myths and Realities (07:30 – 09:30)
- Module 2: Prioritization Tools (Eisenhower Matrix, ABCD Method) (09:45 – 11:15)
- Module 3: Managing Interruptions, Multitasking, and Focus Blocks (11:30 – 01:00)
- Module 4: Designing a Personal Time Management System (02:00 – 03:30)

Day 5: Integrated Performance Strategy

- Module 1: Linking Thinking, Detail, Time & Stress: A Unified Model (07:30 – 09:30)
- Module 2: Team Simulation Challenge: Accuracy Under Deadline (09:45 – 11:15)
- Module 3: Personal Performance Strategy & Peer Feedback (11:30 – 01:00)
- Module 4: Certification Wrap-Up & Action Planning (02:00 – 03:30)

Certification

Participants will receive a Certificate of Completion in Analytical Thinking, Attention to Detail, and Stress & Time Management upon full participation and successful completion of simulation activities. This credential affirms their readiness to perform under pressure and think with clarity and precision.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

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In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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