

## Online Training Program on Time Management

Date: 13th September 2020, Time: 9.30am to 1.30pm

### Course Features

The course is designed to convey the importance of Time Management in our daily working in office, its importance in our overall personality build-up, its importance in the success of our organisation and how it can affect us positively and adversely, and how we can improve by learning the art of good time management

### Course Objectives

To equip participants with tools and strategies that enable them to plan their work effectively and consequently manage their time better.

### Who should attend ?

People at all levels in the organization



### Course Contents

#### ♣ TIME MANAGEMENT

- Why Time Management
- Time Awareness
- Punctuality – The Indian Logic of Just-Not-in-Time (JNIT)
- Time Manager – The Pareto Principle
- Efficiency vs Effectiveness
- Time Management Matrix
- Importance of Planning
- Common Time Management Problems
- Role of the Boss, Role of Subordinate
- Monkey-on-the-back
- Eight Deadly Wastes in Industry
- Group Exercise on Time Management- Task based activity, to develop the understanding and importance of effective time management.

#### ♣ SELF-ASSESSMENT

- JOHARI Technique – helping people understand their relationship with themselves and others, managing time better and working as a team

#### ♣ GROUP EXERCISE ON SELF-ASSESSMENT

- Identifying the best attributes required in ourselves by JOHARI Technique

### Issue of Certificate

Certificate of successful attendance shall be issued to all the delegates who attend entire duration of the course.

**Duration** : 4 Hours including break of 30 Minutes

**Registration Fee** : Rs.1000 + 18 % GST

To know about all our Online Training Programs scan adjacent QR Code

**To Register and Pay** : [Click Here](#)

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