

Online Training Program on Time Management (Weekend Batch) Date: 24th April'2021, Time: 2:30 PM to 5:30 PM

Course Features

The course is designed to convey the importance of Time Management in our daily working life, 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

The objective is to impress upon participants the requirements of managing time effectively by being aware of importance of punctuality, effectively planning and avoiding crises and urgencies.

Who should attend ?

Students undergoing graduation and post-graduation courses, technical/ professional, students moving from academics to Industry and students moving to professional institutions.



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
- Eight Deadly Wastes in Industry



Issue of Certificate

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

Duration : 3 Hours (180 Minutes)

Registration Fee : Rs.500 + 18 % GST

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

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

Registered & Head Office-

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TÜV NORD GROUP

Expertise for your Success

All our Online Training Offerings are for the resident of India & Sri Lanka Only.

TUV India's Customer Friendly Mobile App

TUV INDIA TRAINING ACADEMY (TITA)



Our user friendly mobile application is developed to provide constant connect with our customers and participants along with hands-on information about the latest offerings of TUV India Training Academy. The app is also apprising the users on diverse service portfolio of TUV India along with latest developments related to our company.

Some of the highlights of our app are:

- Available on Android- Google Play Store & iOS Apple Store
- Provides overview about TUV India (TUV NORD GROUP), our services and latest developments
- Details about TUV India Training Academy offerings
- Training Schedules – both Class Room and Online Trainings
- * For each training, the app provides Course Features, Who should attend, Course Contents, Pre-requisites etc
- * Link for Registering for the course of choice with integrated payment gateway
- * Payment History (Receipts, Invoices)
- * Certificates for attended programs based on user eligibility
- * Notifications related to new offerings and sessions
- * Contact us with linked email or phone (toll free number)
- * Individual User Profile



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