

Goal Setting & Time Management Training



Course Features:

The purpose of this course is to equip participants with tools and strategies that enable them to plan their work effectively and consequently manage their time better.

Course Objectives:

The objective of this course is to understand the entire goal setting process, how to set goals and see the big picture, to understand and formulate action plans through different activities, to enable the participants to proactively schedule tasks and to learn strategies and techniques to handle procrastination and interruptions.

Course Contents:

- Being efficient and effective
- Importance of Goals
- Golden rules of Goal setting
- Know your time usage pattern
- What are your time wasters?
- Prioritization techniques
- Procrastination – an important time waster
- Managing meetings effectively

Certificate

Certificate of attendance shall be issued to all the delegates attending entire duration of the training course.

Duration

1 Day

About Us:

TUV India Pvt. Ltd. (TÜV NORD GROUP) is a customer-focused, innovative, and independent, technical, quality & safety services organization, dedicated to providing future-proof solutions through technological excellence for the success of its customers with the highest level of integrity. With a presence at over 40 strategic locations in India; a branch office in Sri Lanka and Bangladesh; state-of-the-art laboratories at Pune, Bengaluru, Noida and Jamnagar; 100 important countries worldwide and through digital means, we are always connected to you, our esteemed customer, anywhere, anytime.

We are proud to provide increasing levels of services to the best known, largest global and national companies as well as medium and small industries in diverse sectors like Oil & Gas, Petrochemical, Nuclear, Renewables, Infrastructure, Food, Power, Manufacturing, Chemicals, Pharma, Paper, Automobiles, Railways, Aerospace, Defence, IT, Health, Hospitality, Retail, etc.

Over 1400 competent and experienced TUV India experts spread across India and over 14000 TÜV NORD experts all over the world, enthusiastically support our

clients by providing value-added services in Industry Inspection, European / International Approvals, Management System & IT Certification, Sustainability, Energy Audit, Water Audit, Carbon Services, Building Infrastructure & PMC, Renewable Energy, Food & Packaging Testing, Food Certification & Inspection; Testing of restricted and banned chemicals in Automotive and Electrical & Electronics components and other regulated industries, Product Testing — Electricals, Electronics and Industrial Machinery; Product Certification; Petroleum, Chemicals & Gas Cargo Inspection; Petroleum, Chemicals & Gas Testing; Railway Technology; Engineering, Safety Studies, and knowledge enhancing training programs under TÜV India Training Academy.

Our Services Portfolio:

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- Management Systems & IT Certification
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- Renewable Energy
- Railway Technology
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- Product Testing for Electronics, Electricals, Machinery & Industrial, Automotive Batteries
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- Petroleum, Chemical & Gas Testing
- Training Academy

TÜV India Private Limited

Branches

Mumbai: training.mumbai@tuv-nord.com

Delhi: training.delhi@tuv-nord.com

Vadodara: training.baroda@tuv-nord.com

Pune: training.pune@tuv-nord.com

Chennai: training.chennai@tuv-nord.com

Hyderabad: training.hyderabad@tuv-nord.com

Bengaluru: training.bengaluru@tuv-nord.com

Coimbatore: training.coimbatore@tuv-nord.com

Kolkata: training.kolkata@tuv-nord.com

Registered & Head Office

801, Raheja Plaza-I, LBS Marg, Ghatkopar (W), Mumbai - 400086

T +91 22 664 77000, T 1800 209 0902

E trainingindia@tuv-nord.com, E infoindia@tuv-nord.com

W www.tuv-nord.com/in

