

TIME MANAGEMENT



DISCOVER

Modern work life is becoming stressful and competitive, in a way that is hard to manage. Even very qualified and experienced professionals might fail in getting things done, in an effective and timely manner. It is not rare that employees of all levels sometimes face a mountain of work on their desk and a never-ending wave of messages. The Time Management trainings help any professional better balance their daily lives, their time and how they react to events outside their control. In this way, it helps them feel less stress, avoid panic and learn how to take control of any situations.



AUDIENCE

One-day time management courses provide practical training for company employees wishing to take more control of the way they spend and manage time. Helpful templates are provided to plan and control your workload on a daily, weekly and monthly basis, to assist with personal organisations and task management. We also tailor the course to accommodate the specific needs of Managers.



BENEFITS

During this course, participants will:

- Master specific methods to organise and prioritise activities and tasks.
- Learn tactics to manage their time more effectively
- Practice on strategies that cut down on unproductive activities
- Understand the role that others play in completing tasks
- Learn how to reduce frequent interruptions from those who look to you for guidance and support.

As a result, in this program, participants will cover different modules:

- Module 1: Hands-on exercises, manage yourself and the use of your time
- Module 2: Time management in different cultures (based on the Culture Orientation Framework), self-assessment and different perception comparisons
- Module 3: How to build time management techniques into your daily routine so you can recognize and solve personal time management problems, staying in control of your working day
- Module 4: Understand the Impact of delegation and the importance of systematic setting of SMART goals and achievement through completion.