



Get Organized for Peak Performance:

“Time Management Training”

Our instructors understand and use up-to-date time management training techniques and a variety of training methods, including lectures, group discussions, case studies, problem solving exercises, and visual aids, to give all participants the best opportunities for learning about time management.

Participants' handbooks will note key points, accommodate handouts, and provide space for individual learning. These time management workbooks will serve as a reference for individuals upon completion of this course.

What participants will learn

At the conclusion of this training program, participants will be expected to:

- Better organize their workspace and their paper for peak efficiency
- Understand the importance of setting goals and developing strategies for achieving them
- Understand the importance of prioritizing work in order to meet deadlines
- Take control of those things that would derail workplace productivity

Workshop Outline:

This includes large group discussions, individual work and reflection, small group discussions & exercises, case studies and simulations for role play. Customization will be based on your own needs or information provided by your human resource department or the individual department prior to the workshop. Materials are designed as interactive workshops with a 40/60 split between concept/theory and practical application of skills discussed.

Introductions, Learning Objectives and Agenda

Discussion of Pre-workshop Assignment

Developing a Personal Productivity Philosophy

Identifying productivity pay-offs

Working on the right things

Setting SMART action goals

Taking responsibility to make sure plans get implemented

Organizing Your Work Area and Your Paperwork

Organizing your work area

Organizing your filing system and keeping it organized

Handling reading and mail

Working Effectively with Technology

Computer files

Electronic email

Effective Use of Meeting Time

When you chair a meeting

When you attend a meeting

The follow up to a meeting

Alternatives to meetings and how to use them

Removing Obstacles

Dealing with interruptions

Dealing with the telephone

Dealing with your supervisor/manager

The need for change and self-discipline

Measuring progress

Review and Action Plan

Evaluation

This workshop is a detailed insight into the **skills required by professionals**.

- ❖ It is very interactive and includes many activities and exercises to enhance the learning experience.
- ❖ It is spread over the period of 2-full days consisting of 8 hrs each (9am-5pm)
- ❖ It includes 2 tea breaks and a lunch break
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Proposed Training Plan Consists of:

- ❖ **Training Kit** : Handouts, Activities, Exercises
- ❖ **Training Duration**: 2 full days (8hrs each)
- ❖ **Number of candidates**: Minimum=20 Maximum=40
- ❖ **The training venue proposed is** :PC Hotel or Avari Hotel, according to availability of dates assigned by your organization for the training.

Training Cost:

Cost per Individual Participant is a total of:= Rs.10,500

Includes cost of:

- Handouts,
- Activity/Exercise material,
- Certificates,
- Tea (twice),
- Buffet Lunch,
- Hotel Facility Charges,
- and Trainers Cost