

This helpful workshop helps you manage barriers to working efficiently and effectively. You will discover a range of techniques for prioritising tasks, dealing with time wasters and managing yourself and others.

You will participate in a series of exercises, discussions and hands-on activities that relate time management techniques to your daily life. You will also be given lots of useful tips to save time everyday.

BENEFITS

After this one-day workshop you will be able to:

- solve time management issues
- make better use of your working day to complete your tasks
- add value to your organisation

LEARNING OBJECTIVES

You can expect to:

- examine the way you currently use your time
- learn techniques for analysing and prioritising your workload
- discover how to manage yourself and others

COURSE OUTLINE

Getting started

- How's your time management?
- What activities and projects are you working on?

The 'big picture'

- Is your daily routine helping you to achieve your goals?

Managing your tasks

- Listing your tasks
- Prioritising your tasks
- Planning your day

Managing yourself and others

- Dealing with time-wasters
- Getting organised
- Dealing with interruptions

Being assertive

- Understanding your and others' needs
- Solving typical time management problems
- Saying 'no'

Who The Course Is For

This course is for executives and managers who organise their own work, especially those who work with several bosses, projects or cross divisions.

To run this workshop at your premises: Rs 125,000 (up to 20 participants)*

*This price does not include the cost of transporting the trainer to and from your premises