



Workshop on Time Management Skills

Participants will benefit by learning to

- Incorporate time management process to enhance work-life balance
- Prioritize with 5Ws (who, what, when, where & why)
- Map commitments and assign timeline to achieve the same
- Organize self using scheduling, plans, to-do...
- Identify time-wasters
- Focus efforts in the right direction

Target audience

- EVERYONE
- Executives at all levels
- Managers & Leaders
- Anybody wanting to achieve time commitment

Workshop outline

- Introduction to Time Management
- Analyze your current time management
- Time management models
- Scheduling and prioritization
- Day-to-day time management techniques
- ROI – parameters to measure with
- Practice to change

Workshop style

- Interactive
- Case studies
- Activity based

Workshop details

- Duration:16 hours spread over 2 working day(s)
- Typical Batch size: upto 15 participants
- Financial Details: INR xxxx

Facilitator Profile – RAI08CSBG

- Professional Experience: 25 years
- Domain Knowledge
 - Education
 - IT Products & Services
 - Manufacturing
- Also facilitates learning such as
 - Communication skills
 - First Time Leaders
 - Presentation skills