



Time Management

COURSE DESCRIPTION

By the end of the course we expect from participants to be capable of:

- Efficiently planning, organizing and analyzing time
- Determine time obstacles to prevent it
- Effective implementation of time management techniques

Learning Outcomes

Upon course completion, participants will be able to:

- Identify the way the you currently use your time
- Crystallise your personal life vision, goals and objectives
- Describe the difference between urgent and important tasks
- Prioritise your tasks
- Apply a range of time management techniques to your life
- Examine how technology can help you manage your time

Course Outline

- Time & management process
- Managers level and dealing with time
- Time planning
- Time analysis
- Time organizing
- Time loss factors
- Time management techniques

Who Should Attend

- *Present & future managers, supervisors & subordinates*

COURSE DURATION: 3 Days

TRAINING HOURS: 12 hrs

MINIMUM NO. OF TRAINEES: 15

LANGUAGE : English

