

**Course Overview:**

Improving your skills in time management requires understanding how competing demands can fracture your attention and undermine your productivity. Equally important is learning to manage priorities and follow through with a personal system for time management.

**Course Objective:**

- Understand the essential concepts of effective time management.
- Identify and overcome the major time-wasters at the work place.
- Develop and implement specific methods to save time at the work place.
- Identify misconceptions regarding time and stress management.

**Course Outline:**

- Introduction And Overview
- Recognizing How You Manage Time
- Factors That Determine Your Effectiveness In Time Management
- The Concept Of " Time Logs"
- Gaining Control Over Your Time
- Common Time- Wasters
- Managing Your Work Effectively
- The Relationship Between Time Management & Effective Management
- Effective Meeting Management
- Motivating & Leading Your Work Teams
- Making Subordinates Time Conscious
- Finding Ways To Save Time
- Managing Stress
- A Toolset For Going Forward
- Creating Work-Life Balance

**Who Should Attend:**

- Managers, team leaders and supervisors who are looking for performance improvements on both an individual and team basis.
- Professionals who want greater control of their self and time, management style and life

**Training Language:**

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**Training Methodology:**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation