



Time Management: Planning & Organizing Own Work

Training Course

Time Management: Planning & Organizing Own Work

Course Language

English

Course Duration

Total Number of hours 18 , 8 am – 2pm

Course Objectives

To identify the appropriate strategies in prioritizing work & manage tasks effectively in order to have better work flow & higher productivity to meet deadlines & objectives.

To perform efficiently & smartly by achieving work-life balance.

Course Content

Course Key Topic Area Includes:

Module 1 : Introduction

Module 2 : The inner and outer self

Module 3 : Planning and organizing work through IDEA Approach

Module 4: Reducing procrastination

Module 4: How to set SMART objectives

Module 5: Time planning strategies

Module 6: How to keep motivation through positive life orientation

Module 7: How to manage time-wasters

Module 8: Closure



<p>Learning Outcomes</p>	<p>At the end of the program the trainees will be able to:</p> <p>Identifying the appropriate strategies in prioritizing work</p> <p>Managing tasks effectively</p> <p>Working in a better work flow</p> <p>Managing work to meet deadlines & objectives.</p> <p>Performing efficiently & smartly overcoming reasons of undesired work habits.</p>
<p>Course Material /Technology used/ Details Relevant to the course.</p>	<p>Classic training methods including</p> <ul style="list-style-type: none">- Explanations- Demonstrations- Asking questions and discussions- Practical actions:<ul style="list-style-type: none">Mini casesRole playGroup activitiesBrainstormingVisual critical thinking using LEGO serious play methodology