



TRAINING ON: Time Management

TRAINING DURATION: 1 Session of 3 hours

TRAINING CONTENTS:

- Need and importance of Optimizing Time Productivity for improving personal effectiveness
 - Where does time go - An analysis
 - Practicing Time Saving Communication Pattern
 - ✓ One to one interaction
 - ✓ Interacting with a group/ Discussion
 - ✓ Conducting Meetings
 - ✓ Listening
 - ✓ Written Communication
 - ✓ Do's & Don'ts in Communication to save Time
 - How to develop a habit of Managing Time
 - Checklist for Optimizing your Time Productivity through Right Communication Your Action Plan
 - Your Action Plan
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TRAINING DURATION: 2 Session of 3 hours (Total 6 Hour)

TRAINING CONTENTS:

- Why Time Management Workshop
- Need and importance of Time Productivity for improving personal effectiveness
- The Nature and Concept of Time Management
- What are the common time hindrances and possible solutions



- Where does time go - An analysis
 - Map yourself against the Traits of an Ideal Time Manager
 - Prioritizing of Work Activities
 - Planning a day, week, month and year.
 - Self-Management using appropriate Time Management Tools.
 - How to make the best use of your best time
 - Check list and Tips for improving Time Productivity
 - Your Time Management Audit
 - Time Saving Techniques for Managers
 - Saving time through Goal Setting & Action Planning
 - ▶ Planning Ahead – Goal Setting
 - ▶ Steps in Goal Setting
 - ▶ Action Planning for Goal Achievement
 - ▶ Practice on Goal setting and Action Planning
 - ▶ working out Tasks / Activities with time line for each Goal
 - Save time through Practicing Art of Delegation
 - Practicing Time Saving Communication Pattern
 - ▶ One to one interaction
 - ▶ interacting with a group/ Discussion
 - ▶ Conducting Meetings
 - ▶ Effective Listening
 - ▶ Written Communication
 - ▶ Do's & Don'ts in Communication to save Time
 - Organizing own Work Place & Department through 5S principles to save Time
 - ▶ How to develop a habit of Managing Time
 - ▶ Checklist for Time Management Skills through Right Communication
 - ▶ Your Action Plan
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Thank You

MERITT LEARNING CENTER

[Training Division]

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