

48 Hour Days

Managing self & time

The most common reasons for stress & inefficiency today germinate from how a person utilises his/ her time. Treating these symptoms as opportunities for self-improvement, is the first step to lead a successful life.

This training workshop is intended to give an overview of time management concepts, tools & techniques with a view to improve personal & organisational effectiveness

Contents

- Changing focus from reactive to proactive
- You are in-charge
- Setting goals
- Aligning with personal, organisational vision
- Four stages of time management
- Tools & methods for time management
- Time management & self improvement
- Step by step guide to develop an effective schedule
- Focus on purposeful action
- Managing changes in personal & organisational settings

Take Away

Following this programme, the participants will be able to appreciate the *concepts of time management & self-improvement methods* for improving personal & organisational effectiveness.

Schedule, venue & course fees

Dates: 08 Jul 2017 (Saturday) Time: 0930 hrs to 1700 hrs

Location: Delhi NCR

Participation fees: ₹ 2500/ person*# + service tax

* (includes certificate, study folder, working lunch & refreshments)

Register & Pay [here](#)



Objectives

Understand the concept of time management

Identify improvement opportunities

Learn & use methods/ tools for time management & self improvement

Who should attend?

Open to all

What is the duration?

1 day

Interaction language

English, Hindi

Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Study material

Anecdotes

Role plays

Games

Q & A

Course Facilitator

Mr. Sanjeev K. Dhawan (B.E. form VNIT, Nagpur) is an improvement enthusiast with wide range of techno-commercial experience and a strong commitment to the use of creative & innovative methods.

He has conducted more than 1000 training workshops with participants from leading Indian & multinational organisations.