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TIME MANAGEMENT AND PERSONAL EFFECTIVENESS

PREMISE

According to Zig Ziglar, "Time is the only commodity we deal with which cannot be counterfeited, stolen, plagiarized, obtained by fraud, stockpiled, or placed in inventory". It is a resource available to all in equal amount; therefore what we call time management is actually self-management in the utilization of available time to achieve the goals and objectives of an organization. Effective management of time is critical to the overall success of any organization.

Every employee is hired as an asset to be managed towards delivering on the goals of the organization. It therefore behooves every employee to hold himself out and to develop himself to be seen on a continuous basis as adding value to the organization.

Working under intense pressure and stress is often symptomatic of poor time management. Unfortunately, this is the situation most organization members find themselves in the workplace. To achieve personal effectiveness, managers must enhance their understanding of the fundamentals of time management and influence their subordinates to practice same towards achieving the goals and objectives of the organization.

This training workshop is designed to provide participants with the opportunity to review their self- management efforts and critically reassess their work ethics and attitude to work.

SPECIFIC OBJECTIVES

At the end of this training workshop, participants would be able to:

- Effectively manage their personal time for effectiveness in their task
- Set their goals and objectives intadem with the organizational goals
- Prioritize on task execution
- Communicate effectively across all

segments of the organization

- Delegate to the right employee the right task
- Identify the right things to do, make decisions and design a plan to do them
- Manage the affairs of their organization through proper record keeping
- Develop and improve their relationships with their subordinates and people outside their organization
- Identify the strategies to avoid tight work schedule

COURSE CONTENTS

- Principles of effective time management
- Goal Settings and prioritization for organizational effectiveness
- Effective Communication and delegation skills
- Decision making and planning skills
- Record Management: Tools and Techniques
- Effective interpersonal skills
- Work ethics and attitudinal change for improved productivity
- Coping strategies to overcome tight work schedule

TARGET AUDIENCE

Managers, Supervisors, Secretaries, Administrative officers, etc

VENUE	DATE	COURSE FEE
DUBAI	13th - 17th May, 2019	US\$3,000
S/AFRICA	5th - 9th August, 2019	US\$2,500