

Time Management

Program Snapshot

To maintain a work-life balance, it is imperative that we know how to make the most of our time. Our highly interactive Time Management training program has been curated to help participants unleash their potential and boost their productivity, thereby, reducing stress and increasing effectiveness in a demanding and competitive environment. Replete with activities, demonstrations, and learning videos, the program helps participants to

- Acquire an awareness of their own styles of doing work and managing time
- Realise how their habits/tendencies play a role in their scale of effectiveness
- Recognise the barriers to managing time well, and how to overcome/minimise them
- Gain clarity about what needs be done to optimize output
- Learn about time management tools and apply techniques for increased productivity
- Formulate an action plan basis the learning to apply at the work place and in life.

For Levels

Middle & Junior Managers / Team Leaders / Supervisors / Executives / BD & Sales Team / Customer Service Team / Operation Team / Back-end Staff / New Joiners

Duration

2 days

**RAISE
THE
BAR**

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