

# *Time management*

## **Who is it for?**

The training course is intended for all employees who want to improve their time management skills and learn how to:

- Organize their work realistically to make sure nothing is going to prevent them from getting the work done on time
- Set priorities in each of their Key Result Areas (KRA)
- Use Key Performance Indicators (KPI) to increase productivity and improve performance
- Say NO to requests that are not on their priority list
- Deal with being overwhelmed at work
- Make an effective TO-DO list
- Achieve a better work-life balance

## **What's in it for me and my business?**

- Increase productivity and accelerate business processes
- Create an environment that enables you to meet all work-related requirements on time
- Improve the chances of exceeding your superiors", peers" and clients" expectations
- Build your self-esteem and have more control over your professional and private life
- Contribute to creating a high performance culture

The course is highly interactive, combining a short introduction to the theory with plenty of opportunities for participants to learn, discuss and practice time management skills.

## **Methods of training**

- Lecture and discussion
- Video clips – discussion and analysis
- Role-play
- Case studies
- Individual and group activities

## **Duration**

Two days