

48 Hour Days

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.

To benefit from this training workshop as an organization or, an individual or, a group, please [contact us](#).



Objectives

Understand the concept of time management

Identify improvement opportunities

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

Who should attend?

Operative level, Middle level, Senior level

What is the duration?

1 day, 2 days, 3 days, 3 ½ days

[choose duration](#)

Interaction language

Hindi, English, Hindi/ English

Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Study material

Anecdotes

Role plays

Games

Q & A

Contact: info@incrove.com; 9810209401