



Course Title: **TIME MANAGEMENT**

Registration Fee (including GST): - **2000/-**

E-Learning Duration: 60 Days

About eLearning Program (Brief One para): The TIME MANGEMENT e- Learning training is important because it will help participants to improve productivity by learning to manage time more efficiently. Most of us, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments. One of the most repeated phrases you will hear in offices up and down the country is "we don't have enough time" - to which the response is often "work harder!" - leading to overtime, stress - and often a poorly done job! Developing techniques to make more intelligent use of time, and to prioritize and effectively manage a challenging workload can lead to a more productive workforce getting more important work done in less time and with less stress! In this webinar, we will talk about how to prioritize important and important task and manage time more efficiently.

eLearning Course Coverage (Specify Module details):-

- ▶ Module: 1
 - ❖ Introduction to the topic
 - ❖ Meaning , Definition , Importance

- ▶ Module: 2
 - ❖ Theories of time management
 - ❖ Pickle jar theory, Time matrix , Pareto principle, Pomodoro Technique

- ▶ Module: 3
 - ❖ Goal setting

- Module: 4
- ❖ strategies for time management
- ❖ Tools and techniques for time management

- Module: 5
- ❖ Tips for better time management , Benefits

Register to learn (Key Learnings' in bullet points):

- Effective Time management
- Theories of Time management
- Goal Setting
- Strategies and Techniques of Time management
- Tips for Time management

Thanks & Regards

NPC Team

Course conducted by Group/ Regional Directorate Name: - RD Hyderabad

Name & Designation of Course Coordinator: Dr B Hemant Kumar Rao, Regional Director

Course Coordinator Contact Details: 9912860540, 040-24733473