Effective Time Management for Managers and Executives

Introduction

Your ability to manage your time will influence whether you are successful or unsuccessful in your job as an executive more than any other practise. The only unavoidable and irreplaceable resource for success is time. Your most valuable possession is it. It cannot be regained after being lost and cannot be saved. Every task you will accomplish and the larger the rewards.

In this programme, you will develop skills to be more organized and improve your personal effectiveness in order to be more productive. Knowing what needs to be done first and work within the allocated time frame is crucial in the fast-pace working environment.

Key Learning Outcomes

By the end of the course, participants should be able to:

- Define time management.
- Identify time wasters.
- Adopt techniques in time management.

Duration

2 Days

Senior Leaders, Management Teams – Middle and Senior Managers, Team Leaders, Supervisors, Senior Executives, Executives, Officers, Administrators, and staff members

*For the complete course content and quotation, please reach out to us at info@irs-training.com or kavitha@irs-training.com .