

***Kingshuk Bhadury Training Consultancy***  
**Specialist in Behavioral & Soft Skills Training**

*accentuating performance...*



# **Effective Time Management**

***C-302, Simran Corner, Near Govind Garden Restaurant  
Pimple Saudagar, Aundh Annexe, Pune-411027***  
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## **1 Day Workshop On EFFECTIVE TIME MANAGEMENT**

Time is a very special resource that you cannot store or save for later. Everyone gets the same amount of time each and every day. If you don't use your time wisely, you can never get it back.

When you become more productive using improved time management skills and tools, you can accomplish more with less effort. Reducing wasted time and effort gives you even more productive time throughout the day. Both of these allow you to make time for a wide range of activities that bring more balance and fulfillment to your personal & professional life.

Through the workshop, you will be stimulated to think about what you will do differently or how you can transfer the elements you have learnt into your practice, set up your goals, prioritize tasks and achieve your targets and deadlines.

### **This 1 Day workshop will help you in,**

- ◆ ***Setting your goals and sticking to them***
- ◆ ***Defending your goals from encroachment by others***
- ◆ ***Prioritizing the relentless demands on your time and energy for greater value creation***
- ◆ ***Manage your workload and energy, avoiding eventual burn-out***
- ◆ ***identifying the real time wasters***
- ◆ ***assessing your current time management system and your own personal/ professional challenges***

### **Workshop Contents:**

- **Basic concepts around time: defining your time challenges**
- **Establishing goals and achieving them**
- **Managing your day**
- **Maximizing your time and productivity with people**
- **Developing an action plan**
- **Meeting Deadlines**
- **Managing interruptions**
- **Managing Other's time**



## Workshop Methodology/ Session Details

The **1 day Workshop** is highly interactive and uses **Group Work Techniques** to provide a nurturing atmosphere, where innovation thrives.

- ❖ **Time Analysis Questionnaire**
- ❖ **Priority Charting**
- ❖ **Tower Game for focus building**
- ❖ **Role Plays**
- ❖ **Case Studies -**
  - *Prioritizing*
  - *Managing Interruptions*
- ❖ **Management Stories & Examples on all relevant areas**
- ❖ **Interactive Discussions all throughout and**
- ❖ **Presentations to evaluate the learning of participants.**



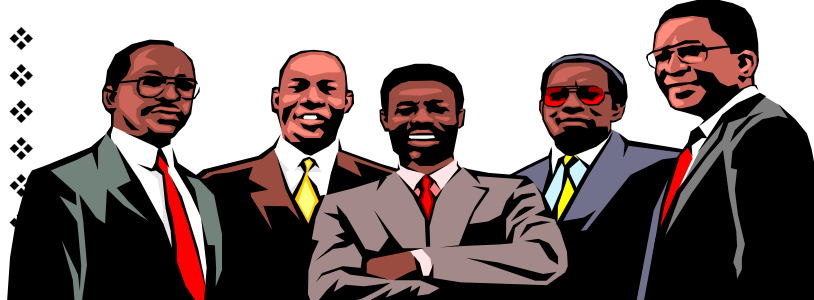
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## **OTHER KEY WORKSHOPS:**



- ❖ **Customer Delight- “Delivering Customer Service Excellence”**
- ❖ **Art of Effective Selling**
- ❖ **Mastering Win- Win Negotiating Skills**
- ❖ **Interpersonal Communication**
- ❖ **Leadership & Team Building**
- ❖ **Presentation Skills**
- ❖ **Campus to Corporate ( 30 hours induction for new entrants )**
- ❖ **Conflict Management**
- ❖ **Time Management**
- ❖ **Train the Trainer**

For further details on each Workshop refer to [www.kingshukbhadury.com](http://www.kingshukbhadury.com)

### **METHODOLOGIES:**

***PowerPoint Presentations, Role plays, Exercises, Video Clippings, Interactive Sessions, Group Discussions, Management Games & Exercises***

Other than the programmes mentioned above, workshops are primarily customized as per requirement. For any further details on each of the workshops, feel free to get in touch.

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