



Time Management

This program is aim to provide the practical tools for supervisors and managers to manage their time as an importance resources, understand the effective time management, and managing stress effectively.

Objectives:

- Understand the importance of effective time management
- Learn how to work smarter, but not harder
- Learn to plan effectively, set priorities and manage stress

Contents:

- Introduction
- Module I – Setting Objectives
- Module II – Prioritizing Job Tasks
- Module III – Delegation
- Module IV – Managing Interruption

Length :

- 1 day

Audience :

- Supervisor and Manager Level

Workshop Style :

Encourage participants to learn through case studies, participatory exercises, and active learning techniques to get message across.