

Efficient Time & Multitasking Management Skills



OVERVIEW

Until we can manage time, we can manage nothing else – Peter F. Drucker. With each passing second, our time at work and on earth becomes shorter and if we failed to manage it efficiently and effectively, we can lose all sorts of opportunities – which can result in unhappiness, demotivation and stress.

To improve life's quality and achieve desired, meaningful success, the ability to manage time becomes paramount. To do so, one needs to reshape his/her mental model, and develop as well as practice the required skills and techniques – including multitasking.

This session aims to improve organizational and individual performance as well as life's quality via enhancing the participants' ability to manage time.

OBJECTIVES

By the end of the workshop, participants will be able to:

- Describe the characteristics of time
- Discuss causes and consequences of time loss
- Elaborate the importance of effective time management
- Discuss the behaviours of an effective and efficient person-employee
- Describe the key skills required to be a high performer at work
- Enhance their life quality by practicing techniques shared
- Enhance organizational prominence in the industry

WHO SHOULD ATTEND?

Administrators, Supervisors, Executives & Assistant Managers

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