

Time Management training is about *Behaviour Modification*.

This means that learning new skills and strategies (modified behaviour) must be complemented with enhancing one's Discipline, Self-Awareness and Resilience, the foundation upon which these behaviours become possible and sustained.

Our Time Management programme focuses on these core competencies, as well as, the best practice strategies and approaches, to equip participants with a toolkit for effective Time Management.

Elements of the programme:

2-Day Workshop, Email Coaching & Post- Workshop Assignment.

ONLINE

TIME MANAGEMENT

TRAINING PROGRAMME

2-DAY WORKSHOP

- July 17th & 24th 2024

TIME

- 9:00 am – 12:30 pm

COST

- \$1800 per participant

OBJECTIVES

- To enhance Self Awareness
- To enhance Self Discipline
- To develop resilience
- To manage distressing emotions effectively
- To learn and practise strategies for greater efficiency and productivity
- To create a new attitude to Time
- To ensure sustainable/long-term changes in managing time
- To have a positive effect on the personal lives of participants