

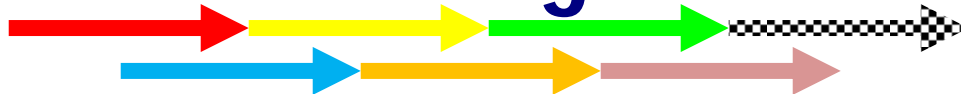
Amplios Academy

Amplios Consultants Pte Ltd

Performance improvement consultants

www.amplios.net

Time Management



A one-day seminar for managers in a competitive world

Training objectives

The purpose of this seminar is to:

- Communicate the importance of time management as a skill
- Equip the participants with fundamental time management skills
- Explain how to assess the time management requirements of events, situations and projects and how to evaluate the success of the time management efforts

Training method

The training method involves:

- Description of the theory
- Reinforcement of the theory by case studies
- Involvement of the participants by techniques such as role play and games
- Reinforcement of the learning by techniques such as mini-quiz
- Resolution of queries by question-and-answer

Training content

The training covers topics such as:

- Benefits of improved time management
- Common time management techniques
 - Factory job costing systems
 - Factory process costing systems
 - Project management
 - Executive Organizers
- Types of time management and how to choose the appropriate technique
- The importance of communication during the time management process
- Managing resistance to time management
- The importance of Time Management to the successful implementation of Management Tools such as:
 - Scenario Planning
 - Business Planning
 - Balanced Scorecard
 - Positive Reinforcement
 - 360 Degree Feedback
 - Balanced Lifestyle
- The Return on Investment in improved Time Management

Who should attend

The seminar is intended for executives, managers and supervisors