

TIME MANAGEMENT AND PERSONAL PRODUCTIVITY

Training course offered by VETTA Communication (Pty) Ltd.



OBJECTIVES

Personal productivity training offers a practical look at issues that can either hinder or assist productivity and provides a range of tools for immediate application. This workshop is designed to prepare participants on how to maximise personal productivity within the organization with a strong focus on time management for improved efficiency and reduced stress.

COURSE CONTENT

Identifying the main obstacles to maximizing personal productivity

Understanding the components of productivity and their interdependencies

- Busy vs. productive work
- Indecision and Delay
- Overwork
- Urgency vs. importance
- Prioritization

Workshop suitable for technical, production, administration and sales teams, team leaders, supervisors and managers

Understanding the importance of proper planning

Explaining the benefits of an effective and proactive approach to personal productivity

Using time management techniques to improve your productivity

Understanding time management principles

- Spent time matrix
- Quadrant 2
- Time based management

Crisis management

- Pro-active vs. reactive
- Why crises occur?
- Anticipation and prevention

COURSE DETAILS

Duration: 1 day

Date: 2011

Time: 08h30 - 16h30

Cost: R1766.00 p/person excl. 14% VAT

Included: Lunch, refreshments, facilitation, training manual, E-certificate, personalised feedback and unlimited post training support.

Venue:

This workshop can also be presented at your premises

Book on line www.vetta.co.za or contact 086 111 VETTA (83882) or *Email:* info@vetta.co.za



VETTA Communication (Pty) Ltd.
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"Passion colours everything it touches"

