



Effective Time Management (Practical Perspective on Planning, Organizing and Execution)

INTRODUCTION:

Constantly keep this slogan in our awareness, "If not now, then never"

Because.....

Most of the people always complain of shortage of time, saying that they have no time. They want to do a particular thing but due to shortage of time they could not. They wish there were 48 hours in a day. Time is our most valuable resource. By analyzing time usage on a regular basis, it is possible to understand the most efficient ways to use time, both in and out of the workplace

This workshop will help you how to plan to use your time better — both in the long and the shorter term. It will also suggest lots of techniques that are commonly used for efficient organization of self and work.

KEY TAKEAWAYS :

- Better understanding on the value of time
- Enhanced self — management
- Planning at work more effectively
- Get / Complete more things through effective organization
- New ways to use time as wisely as possible

METHODOLOGY:

- Presentation with interaction
- Inspiring videos
- Case studies
- Individual and team activities
- Engaging the participants fully

PARTICIPANTS:

- Supervisors
- Middle level & Developing managers
- Executives
- Staff of any area and sector

Facilitator : Mr. N. Ravi

Mr. N. Ravi has a passion for training, has trained over 30,000 people for the past 15 years on various topics, some of them to mention are Leadership Skills, Attitude and Assertiveness, Effective Communication, Presentation Skills, Interpersonal Competence, Supervisory Skills, Total Employee Involvement, Time Management, Team Building, Customer Relationship, Stress Management, Campus to Corporate.

Some of his client includes Accurate Products, Allison Transmission, Amara Raja Batteries, Anabond, Anjan Drugs, Apollo Tyres, Asian Paints, BASF Chemicals, BGR Energy Systems, Baxter, Bonfiglioli, BOSCH, Butterfly Gandhimathi Appliances, Classic Auto Tubes, Chettinad Cements, CP Aquaculture, Daebu, Daesung, DIAB Core, DYMOS, Gamesa, GKN Drive Line, Godrej Sara Lee, Hyundai Motors, Igarashi Motors, I T C, Integrated Enterprises, JOHOKU, Komatsu, KUBOTO, L & T, Magick Woods, Manda Steering, Mehra Computer Systems, Motherson Automotives, Mitsubishi, Mobis India, Murugappa Group (Coromandel Fertilizer, Carborundum, Murugappa Morgan & T I India) Nightingale Diaries, Orbis India, Packaging India, Peekay Mediequip, Polyhose, PPG Asian Paints, PYUNG HWA, Ramco Cements, Rane Engine Valves, Rane TRW, Roop Automotives, Royal Enfield, Sab Miller, Same Deutz, Saint Gobain, Scigenics, Severn Glocon, Sharda Motors, Supreme Treves, Shasun Chemicals, Simpson, SL Lumax, Sona Koyo, Sulzer Metco, TATA Blue Scope Steel, TATA Johnson, TCI Chemicals, TENNECO, T I Automotive Bundy, Toshiba, TVS Group (Autolec, Brake Lining, Credit Services, India Japan Lighting, Lucas, Rubber, Turbo Energy & Wheels India) Ucal Fuel Systems, Ultra Tech Cements, Venture Lighting, Visteon, Volx Interconnect, Wipro Leather, Woori Automotive, Yushiro Buhmwoo etc.

TRAINING PROGRAMME FEE :

Rs. 3000/-per participant + 18% GST.

GSTIN : 33AFKPG7543M1Z5 SAC CODE : 999293 (Commercial Training and Coaching Services)

It Covers course Material, grand buffet veg. Lunch & refreshment

Cheque / DD drawn in favour of "Maxwell Centre for Industrial Training and Development".



Date and Time:

21st May 2019
Tuesday
9 am - 5 pm



Venue:

Quality Inn Sabari
Thirumalaipillai Road,
T Nagar, Chennai-600017.

For registration contact:

U. Mahalakshmi, Training Coordinator

New no.12, Old no. 35, V.P. Akilan Street, M.G.R. Nagar, Chennai-78.

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