## Core Skills

# Time Management Workshop

The Time Management Workshop is designed to provide participants with valuable techniques for boosting productivity and refining goal-setting abilities.

Throughout the session, attendees will engage in discussions and exercises focusing on essential topics such as efficient planning and prioritization of daily activities, overcoming procrastination, adept crisis handling, optimizing workspace and workflow organization for enhanced time utilization, and mastering effective delegation
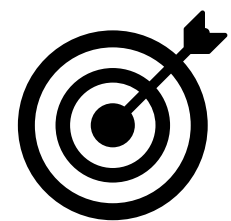
To empower individuals with practical skills and insights to navigate daily challenges, ultimately fostering a more productive and goal-oriented approach to their tasks and responsibilities.

### Mode of Learning:

**Virtual Instructor-led**
– 4 hours online delivery.

**In-Person Workshop**
- 6 hours in-person training

**CONTACT US**

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