



TIME MANAGEMENT

FACILITATOR:
MR. ATHER RAHAT SIDDIQUI

VENUE

NIC Building, 6th Floor
Abbasi Shaheed Road
Shahrah-e-Faisal, Karachi

TARGETED AUDIENCE

- * HR & All Other Departments

METHOD OF TRAINING

- * Group Discussion
- * Group Activities/Games
- * Presentation Slides

LEARNING OBJECTIVES

After the workshop the participants should understand:

- * How time can be managed to enhance productivity & efficiency
- * What are time wasters?
- * What is procrastination and types of procrastinators?
- * Tips to improve effectiveness by using different methods

Date: August 27, 2024

Timing: 10:00 am to 1:00 pm

Pakistan Insurance Institute

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