



A Live ONLINE Course

# TIME MANAGEMENT & PERSONAL EFFECTIVENESS

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## Course Description

In today's rapidly changing environment and increasing pressure at workplace, it can be difficult to manage your limited time. Very often, we are presented with too many things to accomplish with too little time. This can make our life stressful.

To be successful in work and life, you need the skills to get things done by managing your time and by enhancing your personal effectiveness. This course will show you how.

## Benefits of Attending

- Learn the practical ideas on how to manage your time effectively
- Enhance your effectiveness in managing your limited time and help you customize your own time management program
- Identify your time wasters and how to tackle them
- Develop the technique of scheduling activities in a positive manner that achieves results
- Maximize what you accomplish during the day with planning tools
- Minimize procrastination and live more successfully

## Course Outline

- Principles of effective time usage
- How to set Values, Goals and Objectives
- How to Prioritize Activities and Plan
- Effective Delegation
- The 80/20 Rule of time Management
- Ways for tackling Procrastination
- How to make Business Meetings Productive

- How to manage Others for time efficiency - Your staff, peers and your boss
- Managing Yourself for Maximum Effectiveness



## **Who Should Attend**

This practical course is suitable for everyone, from assistants to supervisors, and especially:

- Those who need to manage their time and activities more effectively
- Those who want to get more things done within limited time
- Personnel working in HR, accounting, engineering, logistics and purchasing, sales and marketing, secretarial and administration, contracts departments

## **About Facilitator**

Hendrik Silitonga is a dynamic and high-impact facilitator who has extensive training experience in the oil industry, manufacturing, telecommunication, banking sector, and many more. His training is interactive and fun-filled.

He received a Certificate in Training and Development (CITD) from the Institute of Personnel and Development (IPD) of London, UK and he is also an Instructor's License of Dale Carnegie.

As a Senior Trainer of LDI Training, Hendrik Silitonga has trained thousands of professionals in various industries and companies for more than 20 years.

## **Methodology**

- This is a live online training
- Participants need to prepare a computer to join this program.
  
- The workshop consists of presentations, assessments, discussions, and group activities.

## **Daily Webinar Hours**

Time : 09:00 – 15:00 WIB

- Participants will receive course material in the form of hard copy and soft file, and stationary which we will send to the participant's address via courier (freight services).
  
- Participants will receive a certificate after the training is complete.



## **Two Ways To Enroll:**

1. Enroll online at [www.lditraining.com](http://www.lditraining.com)
2. Email your enrollment message to LDI Training at [lditrain@indo.net.id](mailto:lditrain@indo.net.id)

**If you need to discuss this training, please contact PT Loka Datamas Indah by:**

- Phone: +62 21 6326911
- Email: [lditrain@indo.net.id](mailto:lditrain@indo.net.id)