



A LDI Training Course

Time Management and Personal Effectiveness

LDI Instructor

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

To enroll or get more information, please contact

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