

A Live Online Course

Time Management & Personal Effectiveness

Course Description

In today's rapidly changing environment and increasing pressure at the 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 practical ideas on how to manage your time effectively.
- Enhance your effectiveness in managing your limited time and help you customize your 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 effectively.
- Those who want to get more things done within a limited time.
- Personnel working in HR, accounting, engineering, logistics and purchasing, sales and marketing, secretarial and administration, contracts departments.

METHODOLOGY

- This is live online training.
- The workshop consists of presentations, assessments, and discussions.

ABOUT THE FACILITATOR – IR. HENDRIK SILITONGA

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.

REGISTRATION INFORMATION

Course date: June 28 – 30, 2021

Training Fee: RP. 6,000,000. Per person

Two ways to enroll:

1. Enroll online on www.lditraining.com
2. Email your enrolment message to PT Loka Datamas Indah at 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