

OVERVIEW:

National Productivity Organization, Ministry of Industries & Production announces one-day training program on "Time & Stress Management".

The levels of success can be judged easily by the levels of time & stress management. The difference between a successful and unsuccessful person is because of time management. Which is mandatory for all human beings to learn:

- To become Successful.
- To become more productive.
- To spend a happy life.

POTENTIAL PARTICIPANTS:

- Senior Management
- Middle Management
- Team Leaders
- Supervisors

LEARNING OBJECTIVES:

- Time management and stress management are two key components to succeeding in life. Creating a system to identify, evaluate, and eliminate distractors and stressors will lead to a more productive and efficient professional life, inside and outside of work

COURSE CONTENTS:

- Concept of Time Management.
- Difference between clock, body & Real time.
- Time management Planner
- Time management tips
- Stress Management techniques
- Lucky to be stressed

LEARNING METHODS:

- Power Point Presentations
- Role-Play
- Brainstorming
- Open Discussion

Mr. Zia Ur Rehman

0332-5171079, zia@npo.gov.pk

Mr. Siraj M. Khan

0333-5992488, siraj@npo.gov.pk

Investment: PKR 4,000/-

LIMITED SEATS ARE AVAILABLE

Mr. Amir Khisro

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