



SDPI-SZABIST Joint Training Workshop and Certificate **Synergizing Performance Through Effective Time Management**

3 days **interactive** training workshop
SZABIST Islamabad Campus, Street # 09, Plot # 67
Sector H-8/4, Islamabad

27-29 February 2012. Registration deadline is 14th February 2012.

Effective time management is a necessary determinant of career success at the personal, team and organizational levels. As a valuable limited resource time needs to be managed and taken back out of our daily routines from wasteful distractions. Effective time managers are able to do more and thus become more in life.



www.sdpi.org



www.szabist-isb.edu.pk

Objectives

Help participants:

- Identify and work towards achieving the most important goals in their personal and professional lives
- Set tasks in order of importance for achieving their goals
- Strengthen positive personal habits necessary for time management
- Distribute work to allow themselves freedom to achieve what matters most
- Feel better about their daily work and their accomplishments
- Learn how to get more and better output from their teams

Contents

- Goal Setting for Time Management
- Prioritizing Tasks for Effective Time Management
- Self-Discipline for Time Management
- Effective Delegating Skills for Time Management
- Managing Stress Due to Ineffective Time Management
- Time Management Techniques for Teams

Registration Fee & Discounts

Rs. 15,000 per person payable through crossed cheques/bank-drafts/pay orders in favour of Sustainable Development Policy Institute. SDPI is exempted from income tax. This fee will cover the cost of training material, stationery, lunches, teas, group photographs and certificates. 20% discount for women, SDPI members, HRDN members on each nomination, students registering through their institutions and groups of two or more. One free seat is available to a nominee of the Press Club. 20% discount will be given on additional nominations. 20% discount will be available to SZABIST faculty, staff, students and alumni.

To Register Contact

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