

### INTRODUCTION

To take control and to master the use of time, is what this course will help you to do. Time management benefits from analysis and planning. But the main ingredient is you, and your commitment to the effort of changing old habits. Not only understanding the principles of time management, you must also learn how you use time and to overcome the problems you encounter in using it wisely. Time management is a cognitive process that must fit your style and circumstances.

This unique program takes you through the essentials of time management and introduces the techniques to understand how you presently use time and how to change that to a more effective and efficient use with all the positive benefits that will include. Each of us knows that we waste time, but here you will learn to pinpoint that time and redirect it. You will also learn long-range and short-range planning aids and the best ways to use devices to help you. There is also an action section and case scenarios that helps you to apply what you have learned and to plan for further improvement.

### LEARNING OBJECTIVES

On completing this program, participants will:

- Understanding the importance of time management.
- Various techniques of time management
- Identifying common time wasters
- Understand individual internal time patterns
- Getting organized.

Methodology:

- Accelerated Training Approach- *Learning Design Re-patterning*
- Problem Based Learning
- Role-Play and Activity
- Case Scenario Analysis

### COURSE OUTLINE

#### TIME MANAGEMENT ESSENTIAL

- Fundamentals of Time Management
- Effective or Efficient
- Understanding what Controls Your Time?
- Tests of Time
- Benefits of Better Time Utilization
- How to Control Your Use of Time

#### TIME MANAGEMENT ANALYSIS

- Prime Time
- Individual Internal Time Patterns
- S.B.T.S
- Needs Profile Analysis
- Exploiting the Time Wasters
  - Common
  - Self-Initiated
  - Environment Initiated
- When Thing Go Wrong
  - Pre - Action Vs Reaction

#### INSIGHTS TO INNOVATION AND RESOURCES PLANNING

- Characteristics of Good Vs Great Planners
- Dreams Vs Goals - SMART
- Setting Priorities
- Short-Term & Long-Term Planning
- The missing link-Mid Term Planning

#### TOOLS & STRATEGIES TO GER ORGANIZED

- Application to real case scenarios
- Time Log and other tools
- Planning for Improved Time Utilization

## ABOUT THE TRAINER – MR PRAGA

Praga is a highly interactive and innovative trainer, whose work is mainly based on research and applied knowledge from extensive experiences in benchmarking organizations best practices. His training uniqueness comes from his Accelerated Training Approach which is built on Learning Design Re-patterning Model™ known by many to be entertaining, refreshing, yet filled with success formulas.

Praga is the co-founder of Accelerated Training Approach built on Learning Design Re-Patterning™ Model and a Fellow Member with the Institute of Therapies Management (London).

He holds a Degree in Business and several Diplomas in Psychology and Psychotherapy and a Masters in HRM & Organizational Psychology. He's also a:

- Certified Master Trainer in Psychotherapy
- Certified ATA Master Trainer
- Certified Psychometric Profiling Trainer
- Certified Trainer in Applied Counselling
- Certified Stress Management Trainer
- Certified NLP Master Practitioner
- Certified Master Life Coach
- Certified Behavior Management Specialist.

Praga is the only Singaporean to be certified as a Master Trainer with the Institute Therapist Management of London researching on Human Behavior. Praga travels extensively while working with many supporting partners globally. His expertise in training management are vast and some to name were in developing organizational framework, managing training initiatives, product/course development and customization, training facilitation and conducting needs analysis. teambuilding, among others. She has also worked with the Workforce Development Agency of Singapore to develop training content for the Employability Skills System.

# Time Management By Praga



Decide with Confidence

**Date:** 28<sup>th</sup> January 2010, 9am – 5pm  
**Venue:** Amara Hotel Singapore

**Fee:** [ ] S\$395 for D&B Subscriber [ ] S\$480 for Non-subscriber  
(Includes materials, refreshments and lunch)

- Approved for SDF Funding (eligibility criteria apply) – Applicable only for Cheque/GIRO payments
- Up to S\$4 per training hour SDF funding for SMEs (eligibility criteria apply)
- Up to S\$2 per training hour SDF funding (eligibility criteria apply)

**EARLY BIRD – Fax in your registration before 28<sup>th</sup> December to receive a 10% off regular fee  
Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off regular fee**

**Fax the completed registration form to 6778 3853**

## Participant(s) Information

**Name 1:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 2:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 3:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

## Company's Information

**Name of Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **(Postal Code)** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Liaison Officer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

## Payment Information

[ ] D&B subscription units (Account no: \_\_\_\_\_)  
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## Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. Only cancellation made 14 working days before commencement is entitled to full refund of seminar charges. No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made payment towards the event and such registrants shall have no claims against the company
4. D&B reserves the right to change venue due to unforeseen circumstances.