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| Topic: | Time management & personal effectiveness |
| Target Group: | Suit to all who hope to build up professional images |
| Benefit to participants: | It's the No.1 fundamental soft skill training for all professionals, who hope to effectively arrange their time, prioritize their workload and balance with their life, as well as how to treat stress/pressure positively. After the training, the participants are able to build up positive attitude and mindset, master the skills which can lay down a solid foundation for their career development. |
| Duration: | 1 day (9 am ~ 5 pm) |
| Outline: | <p>Value system --- the foundation of our thought & behavior: Form the value system to find the real benefit of time management and effectiveness</p> <ul style="list-style-type: none"> • Analyze “poor daddy, rich daddy” and talk about time management based on life target • Discuss the 4 quadrants of time management skill • How to set priority • Highly efficient company vs normal company • How to utilize peak hours during a day? • Case analyze and exercise <p>How to deal 4 time wasters:</p> <ul style="list-style-type: none"> • Fear to delegate • How to say “no” ? • How to eat your “frog”? • How to void being slave of phone call and e-mail? <p>The mechanism of pressure and balanced life:</p> <ul style="list-style-type: none"> • Why should we have a balanced life and what's it? • Understand where does the pressure come from • How to deal pressure positively • 90:10 rule – prepare for unpredictable issue <p>Summarize Question and answer</p> |
| | End of the day |