

# Time Management

## Course Brochure

# Time Management

## Course Overview

This course helps you organize and prioritize your activities for greater workplace efficiency. You'll learn to get a grip on your office space, organize your work flow, learn how use your planner effectively, say no without guilt, and delegate some of your work to other people. This workshop is full of ideas for organizing your work area and your paperwork and working on the "right" things

### Delivery Option

Weekday

### Duration

1 day

### Course Location

Lagos





# Course Content

## Outline

- ✓ Introduction and Course Overview
- ✓ Left Brain/Right Brain
- ✓ Case Study: Another Day at the Office
- ✓ Setting Goals
- ✓ Planning Tools
- ✓ The Four D's
- ✓ Organizing your Workspace
- ✓ Organizing Files for Retrieval
  - Sorting Based on File Type
  - The Batching Technique
- ✓ Managing Your Workload
  - Case Study: Mary Marvelous
  - Workload Analysis
- ✓ Delegation
- ✓ Projects
- ✓ Set a Ritual



# Course Benefits

## For Whom

- |            |                        |                  |
|------------|------------------------|------------------|
| ✓ Everyone | ✓ Working Professional | ✓ Business Owner |
|------------|------------------------|------------------|

## Everyone/ Working Professional

- Learn how to better organize yourself and your workspace for peak efficiency
- Learn how to perform a workload analysis to make sure your time is being used efficiently
- Develop useful techniques for setting and achieving goals
- Identify strategies for using a planner effectively

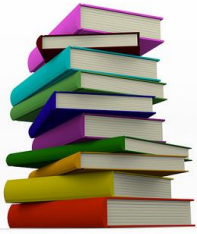
## Business Owner

- Help employees identify the right things to do and develop plans for doing them
- Learn what to delegate and how to delegate effectively
- Reduce time wasted on the job and increase employee productivity.
- Impress your customers by delivering products and services on time.



# Course Fit For

Industry/Sector	Discipline
✓ All Sectors	✓ All Individuals ✓ Working Professionals ✓ Business Owner



## What you get

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

## Support Materials

- Refreshment (Tea & Lunch)

Course  
Pack

## How We Deliver The Course

- A facilitator will lead the sessions
- Case studies and videos will be used to apply taught concepts
- Participant will work in groups to solve problems
- Participants will complete various tasks

Course  
Approach



4	5	6	7	8	9
T	W	T	F	S	S
20	21	22	23	24	25
T	F	S	S	M	T

# Course Calendar

Location		Dates for Upcoming Classes
		<b>Weekday</b>
<b>Lagos</b>		16 <sup>th</sup> Dec

Options	Days & Time for Classes	
	Training Days	Training Time
<b>Weekday</b>	Mon - Fri	9 am - 5 pm
For training dates for subsequent months kindly contact our course coordinator.		





# Course Fees

Locations	Fees	
	Registration	Tuition
<b>Lagos</b>	₦5,000	₦24,000



# Payment Policy

Registration Policy	Tuition Policy
<ul style="list-style-type: none"> <li>✓ Reg. closes 2 weeks before lectures</li> <li>✓ Late reg. will attract N3000 additional admin fee</li> <li>✓ Reg. fee should be paid to P&amp;F Accounts</li> <li>✓ Reg. fee is non-refundable</li> <li>✓ After reg. payment complete reg. form on our website</li> </ul>	<ul style="list-style-type: none"> <li>✓ Tuition can be paid one off or in instalment</li> <li>✓ Installment payment will be paid in 2 equal instalment</li> <li>✓ To commence lectures full/half tuition must have been paid</li> <li>✓ Tuition is non-refundable, but can be transferred to other courses</li> <li>✓ Tuition for classes attended is non-refundable</li> </ul>
<p><b>Account Name:</b> Piston &amp; Fusion Ltd</p> <p><b>Account Number:</b> 2015242578</p> <p><b>Bank:</b> First Bank of Nigeria</p>	



# Steps To Enroll

## Steps

1. Pay the registration fee a week before training kick off
2. Send your payment details to [fees@pistonandfusion.org](mailto:fees@pistonandfusion.org)
3. Visit [www.pistonandfusion.org](http://www.pistonandfusion.org) click on register now tab and complete Registration form.
4. Upon confirmation of your registration an electronic receipt will be sent to your mail.
5. Pay the tuition on or before the tuition deadline date.  
*(Flexible payment option available)*

# Contact Us

Location	Addresses
Lagos	122A Obadina Street, Omole Phase 1, Ikeja Lagos
Mobile: +234 (0) 8185744692, +234 (0) 8086615585	
Email Address: <a href="mailto:info@pistonandfusion.org">info@pistonandfusion.org</a> Website Address: <a href="http://www.pistonandfusion.org">www.pistonandfusion.org</a>	