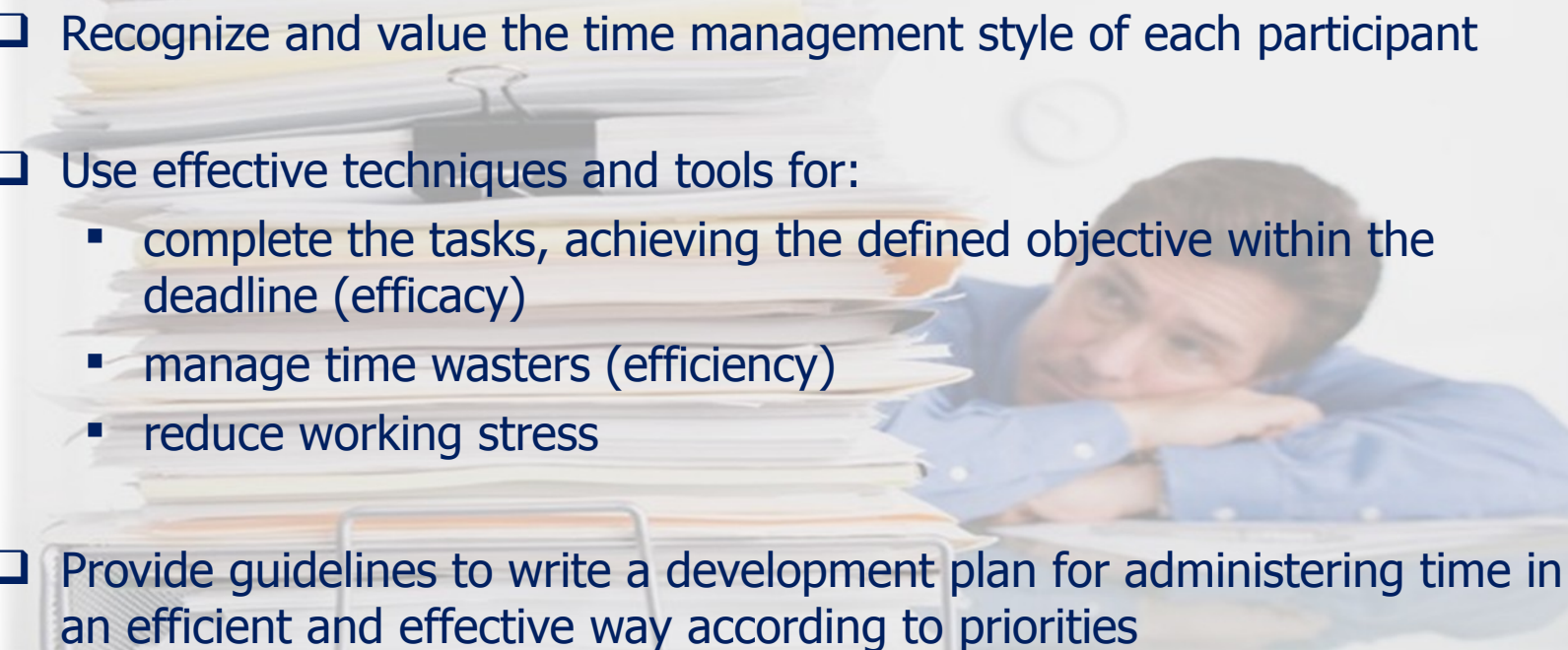


Effective time management (1 of 2)

Learning objectives

- 
- ❑ Recognize and value the time management style of each participant
 - ❑ Use effective techniques and tools for:
 - complete the tasks, achieving the defined objective within the deadline (efficacy)
 - manage time wasters (efficiency)
 - reduce working stress
 - ❑ Provide guidelines to write a development plan for administering time in an efficient and effective way according to priorities

Effective time management (2 of 2)

Structure of the program



For more information

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