

Training By All India Management Association
on

Managing Time & Prioritizing

For The Institute of Chartered Accountants of India

AGENDA- 17 July 2015 (Friday) , ICAI , Delhi

0930hrs – 1000hrs Interaction & Tea

1000hrs – 1015hrs Introduction & recording of expectations

1015hrs – 1130hrs Syndicate Session

Identify methods for reducing the impact of different time wasters

1130hrs – 1300hrs Assessment: Time management personality profile

How to improve Time Management skills?

1300hrs – 1330hrs Lunch

1330hrs – 1400hrs Time Log

Are we making productive use of our time?

1400hrs – 1500hrs First Phase

Brainstorming: Thinking creatively for effective use of time

1500hrs – 1515hrs Tea

1515hrs – 1630hrs Second Phase

Brainstorming: Thinking creatively for effective use of time

1630hrs – 1700hrs Summing Up

1700hrs – 1730hrs Developing personal action plan

Feedback

Close

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0930hrs – 1000hrs Interaction & Tea

1000hrs – 1015hrs Introduction & recording of expectations

1015hrs – 1130hrs Understand change and its importance to individual and the organization

1130hrs – 1300hrs Understand the need for change & concept of organization change

1300hrs – 1330hrs Lunch

1330hrs – 1400hrs Barriers to change

1400hrs – 1500hrs Learn tools and techniques of change management
(Change management model, change cycle)

1500hrs – 1515hrs Tea

1515hrs – 1630hrs Generating action plan for individual

1630hrs – 1715hrs Summing Up

1715hrs – 1730hrs Feedback

Close
