



RV CENTRE INTERNATIONAL

CORPORATE TRAINING

## Planning & Time Management<sup>2+</sup> 1 day, 6 hours

### The importance

Managers must be effective planners as they need to control future events and not just be passive reactors, responding to situations as they unfold.

Despite the inventions of vast range of electronics planning tools, we must still fully comprehend and practice the fundamentals of planning in order to be an efficient user of time.

### Course contents

- ❖ Principles of good planning
- ❖ Daily and monthly plans
- ❖ Key result areas (KRAs) & performance standards
- ❖ Identify time wasters & how to handle them
- ❖ Interruption log
- ❖ Principles of delegation

### Benefits

At the end of this workshop, participants would be able to know how to set objectives apply the considerations when doing a plan. Participants will identify their own key result areas and monitor their job performance. An important lesson on delegation will provide an enlightening experience.

### RV's teaching methodology

This program is essentially participative and practical. Emphasis on learning through experience, both from structured exercises and group discussions lead the way to effective understanding.

### Rewards

Certificates of participation will be issued to all those who have attended the entire session and participated actively in the program.

