

Work Smart and Manage Time While Working From Home (Online)

Introduction

"I don't have time!" How often have we heard these words? We have even said it ourselves. Take a moment and reflect. How often have we wasted our time away without realizing it? Thus, a better understanding and awareness of how we spend our time and learning the technique to help us improve our time management would help us to be more focused and spend our time productively. After all, time is a scarce and valuable resource.

Considering the speed at which business moves these days, one thing is certain: if you can't manage your time effectively, you will have a hard time managing anything else. Yet, most people waste precious minutes, hours, even days, reacting to what is going on around them rather than developing skills that will keep them moving forward and accomplishing their most important goals.

This program is your antidote to the "chasing-your-tail-blues" to understand where all your time is going and why. You will learn how to eliminate interruptions and delegate low-priority tasks to others. Best of all, you will learn how to recognize and protect your high-value tasks and make sure they are done well and on time.

Course Objective

At the end of the course, learners will be able to:

- Gain a balance between professional goals and personal time
- Use time management tools more effectively
- Practice goal planning, prioritizing and managing time more effectively in order to take control
- Identify ways of improving performance by better managing resources

Target Audience

This workshop is suitable for anyone wanting to improve their personal effectiveness; enhance personal health and happiness by applying simple stress management strategies while working from home.

Online Learning Requirements

1. A laptop or PC at home
2. Good internet connection
3. Working video camera and microphone
4. ZOOM account. Grab yours at <https://zoom.us/>

Dates (2020) : Please call us for more information
Duration : 2pm to 4pm (2 hours)
Course Venue : Virtual via ZOOM

Register online at SNEF website www.snef.org.sg
Click on 'Training' and Course Category '**Digital Learning**'

Fees	Full Fees (inclusive 7% GST):
Type	
All	\$160.50

Course Outline

Effective Time Management

- Better appreciation of the value of time
- Recognize 'time bandits' and deal with them effectively
- Identify your own common time wasting habits
- Set SMART goals and prioritize your working day
- Effective delegation skills
- Importance of saying 'No'
- Time management action plan

Methodology

This is an interactive workshop and the learning methods will include:

- Mini-lectures and self-assessment tools
- Online exercises and games
- Group activities and discussions
- Q&A sessions

Trainer

Swing Goh has nearly 10 years of experience in hands-on engineering, Quality Management, Project Management and Customer Service in multinational corporations as well as multi industrial sectors.

Swing's passion for sharing propelled her to leave her engineering comfort zone for the education industry where she is able to actively engage with clients from students, rank & file workers, job seekers, PMETs and management personnel. Through training sessions designed to incorporate workplace/life application and fun-learning, she is able to transform even the most technical and challenging topics into sessions that clients appreciate and enjoy.

With over 11 years of experience in training and development, Swing designs and facilitates a myriad of programs ranging from interpersonal communication, problem-solving & decision-making, leadership & teamwork, service excellence, and people & personal development skills.

Knowledgeable, energetic, inspiring, engaging, dynamic, entertaining – adjectives clients used to best describe Swing.

Enquiries:

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