



NIPAM

NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

TIME MANAGEMENT AND PRODUCTIVITY

Using time effectively is a challenge we all face. Making sure we are getting the right things done at the right time. Balancing short-term tasks with long terms goals. Maintaining our focus on the task in front of us, while the external environment presents more distractions with each passing week. Managing stress levels in an 'always on' world. Make Time Work is a new breed of this Time Management and Productivity training. Delegates will learn how to increase their ability to focus and to consciously use low levels of stress to generate action. They will be given you skills to create motivating goals that allow them to quickly filter the important from the trivial. Furthermore delegates will learn how to align their most creative, energetic times of day with the right pieces of work.

Venue: Windhoek, NIPAM Campus

Duration: Fiive (5) Days

Fees: N\$ 5 900.00

COURSE LEARNING OUTCOMES

- Personal time-wasters and the value of your time.
- Define goals and establish important and valid priorities.
- Create a realistic and productive schedule.
- Deal with self-distractions and interruptions.
- Increase productivity by using technology efficiently.
- Prioritize and create boundaries and balance.
- Create a personal “no” script.
- Look for opportunities to delegate appropriate tasks/projects to others.
- Work effectively as a team member.
- Balance competing priorities to meet ever-changing demands.

WHO SHOULD ATTEND?

This program will deliver most benefit for any professional in fast moving, high pressure working environments. Senior-level executives can gain greater benefit from tailored, one-on-one coaching.

COURSE CONTENT

- Module 1: Time Management Is Self-Management
- Module 2: Planning Your Success
- Module 3: Concentration, Focus, and Organization
- Module 4: Creating Boundaries and Balance
- Module 5: Managing Technology