

# Workshop on Time Management/ Delegation and Supervision

*(Making decision quickly is an attitude)*

## CONTENTS

### TIME MANAGEMENT:

- Golden rules to plan schedules
- Live up to your commitments
- Always reach a few minutes before the appointed time
- Begin each work with its finishing time prescheduled
- Common time problems
- How to identify long term goals
- How to make middle term plans
- Three golden ways for self motivation
- Planning the day

### ART OF DELEGATION:

- The art of delegation
- On health and holidays
- Coping with stress
- Techniques of delegation.
- Power of delegation.
- Defining responsibilities.
- Effective control.
- How to develop ability of delegation.
- Value of delegation in the art of time management.
- Most critical component of delegation: TEAM WORK.
- "If you are keeping a dog, don't bark yourself"

**The Workshop is of one day. There will be 4 sessions of 100 minutes each.**



### METHODOLOGY :

- Motivational Training (no lectures or monologue)
- Role plays and exercises.
- Sharing live examples. (Experiential Learning)
- Inviting participants on stage to share their experiences.
- Games related to the topic to make learning easy and fun.
- Power point slides and video clips.
- Question-Answers at the end of every session.
- Relevant one-liners to make the room lively.
- Home Assignments.
- **On demand, Yoga and pranayama can be incorporated for better concentration**

### BEFORE WORKSHOP :

- Participants can send their problems and questions, if any, two days in advance at [info@anuragaggarwal.com](mailto:info@anuragaggarwal.com)

### AFTER WORKSHOP :

- Participants can take Mr. Aggarwal's personal email & mob. no. and can get their problem solved.

**AAIPS**

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**FIRST YOU MAKE AN ATTITUDE THEN ATTITUDE MAKES YOU**