

# How do Effective Managers Organize Themselves

Jan 20 – 21, 2025	Venue: PIM, Karachi	Rs. 31,000/=
Feb 13 – 14, 2025	Venue: PIM, Lahore.	Rs. 31,000/=
Feb 19 – 20, 2025	Venue: PIM, Islamabad.	Rs. 31,000/=

**Note: The Fee is Exclusive of GST.**

## Course Description

Effective time management and personal organization skills are essential for effectiveness of a manager in any organization system. Effective management is a competitive advantage for an organization. If you want to improve your managerial effectiveness, to make your organization more competitive, than you should attend this course.

## LEARNING OUTCOMES

After the workshop, you will be able to:

- Get better organized by personal and professional goal setting.
- Achieve your goals effectively by creating and using action plans.
- Become more productive by prioritizing your work.

## WHO MUST ATTEND?

Managers, Supervisors, team leaders and administrative personnel, who likes to add value to their organizations, through personal productivity and efficiency.

## COURSE CONTENTS:

- Personal Goal Setting
- Creating Action Plans
- Work Prioritization & Time Management
- Paper and Email Management

## **FOR DETAILS AND REGISTRATION**

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