

How do Effective Managers Organize Themselves

Nov 10 – 11, 2025	Venue: PIM, Karachi	Rs. 31,000/=
Aug 07 – 08, 2025	Venue: PIM, Lahore.	Rs. 31,000/=
Dec 15 – 16, 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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