



GRG Centre for Advanced Studies

Peelamedu, Coimbatore – 641 004 +91 422 429 5860 programmes@grgcas.com

## **ONE-DAY PROGRAMME ON 'PRODUCTIVE TIME MANAGEMENT'**

### **Introduction**

Prioritization is the essential skill you need to make the very best use of your own efforts and those of your team. It's also a skill that you need to create calmness and space in your life so that you can focus your energy and attention on the things that really matter.

It is particularly important when time is limited and demands are seemingly unlimited. It helps you to allocate your time where it is most-needed and most wisely spent, freeing you and your team up from less important tasks that can be attended to later or quietly dropped.

Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

With good prioritization (and careful management of deprioritized tasks) you can bring order to chaos, massively reduce stress, and move towards a successful conclusion. Without it, you'll flounder around, drowning in competing demands.

### **Programme Coverage**

- Identifying Goals and Objectives
- Understanding Urgent and Important Activities
- Prioritization
- Life Management

### **Participant Profile**

The programme is designed for junior and middle level executives in organisations who have a passion for performance excellence.

### **Methodology**

Through discussions, exercises, and experiential learning

### **Investment**

The investment per participant is INR 2,500/-, exclusive of 18% GST. Payment to be made in favour of 'GRG Education Services', payable at Coimbatore [GSTIN: 33AAMFS4394M1ZJ]

### **Registration**

Please call 754 008 9111 or write to Dr Vandana Madhavkumar (vandana@grgcas.com) or to the Programme Office (programmes@grgcas.com)

## Programme Facilitator



**Prof. S Balasubramanian** is currently the Director of GRG Centre for Advanced Studies, Coimbatore. He is a Graduate in Mechanical Engineering from the University of Madras and holds PG Diploma in Management (MBA) from IIM Calcutta.

He has 30 years of experience in private and public sector industry in senior positions – including Larsen & Toubro, BHEL, Parry & Company, and Wartsila Corporation – in India and abroad.

Prof. Balasubramanian joined the academia in 1999/2000. He is actively involved in management education, training, and consulting. His academic interests are in the fields of Business Leadership and Strategy. He has conducted successful and highly rated training programmes for a large number of organizations. He is a mentor to senior executives in some organisations, including Titan Industries, Bangalore.

He serves as a Member of the Council of Management of All India Management Association (AIMA); Education Panel of CII Southern Region; Education Panel of CII Coimbatore Zone; and, the Managing Committee of Coimbatore Management Association.