

Productive Time Management



Preamble

Productive management of one's time, through prioritization of work, is critical to increase effectiveness, efficiency, or productivity. Prioritization is essential skill we all need in order to make best use of our time. Prioritisation helps us to focus our energy and attention on the things that really should matter to us. It is particularly important when time is limited and demands are seemingly unlimited. Productive time management frees us from less important tasks that can be attended to later or let go.

Programme Content

- Determining and Discovering one's Goals and Objectives
- Understanding Urgent and Important Activities
- Prioritization of Time
- Life Management

Expected Programme Outcomes

At the end of the programme, participants are expected to be able to:

- Identify and set goals and objectives
- Establish priorities based upon goals and objectives
- Analyse and evaluate how they spend their time
- Develop and implement a plan of action for effective time management

Methodology

Experiential learning through discussions and exercises





Participant Profile

The programme is designed primarily for middle and junior level executives in organisations

Certification

A certificate of completion will be awarded to participants who successfully complete the programme.

Duration

One day, from
09.30am to 4.30pm

Venue

Learning Centre,
GRGCAS

Programme Charges

1. Our professional charges will be INR 60,000/- if conducted on our campus (we will provide programme reading materials, kit, refreshments and lunch) or INR 45,000/- if conducted at the client's premises (client will provide incidentals including refreshments and lunch). GST as applicable will be extra (currently 18%).
2. The number of participants is limited to 25; for more number of participants, upto a maximum of 40, the additional fee will be INR 4,000/- plus taxes per participant.
3. The professional charges are payable in Coimbatore in the name of 'GRG Education Services' (GSTIN: 33AAMFS4394MIZJ)
4. 50% of the professional charge is payable along with the confirmation of acceptance of our proposal and balance 50% on the day of commencement of the programme.



Programme Facilitator

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

He has nearly 50 years of professional experience. He held senior executive positions for 30 years in private and public sector industry – including Larsen & Toubro, BHEL, Parry & Company, and Wartsila Corporation – in India and abroad, prior to joining the academia in 1999/2000.



Prof. Balasubramanian 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 has been a resource person for numerous sessions on business leadership and strategic management. He has delivered over 200 keynote talks and chaired many sessions on higher education. He is the author of a widely acclaimed book titled “The Art of Business Leadership: Indian Experiences”. He has authored several white papers on management education and industry-institute interaction for AIMA, CII and other associations.

He has served as an active Member of the Council of Management of All India Management Association (AIMA) and the Managing Committee of Coimbatore Management Association. He continues to serve on the Education Panel of CII Southern Region and of CII Coimbatore Zone.

GRG CENTRE FOR ADVANCED STUDIES



GRG Centre for Advanced Studies (GRGCAS), established in 2017, is a unit of the GRG Trust in Coimbatore, Tamil Nadu. The core purpose of GRGCAS is 'preservation and promotion of professional management' with a vision "to be a leader in providing best-in-class learning and development programmes in management for working professionals".

GRGCAS offers focused and specialised programmes in management in multiple formats and platforms – short/medium/long term, part/full time, on-campus/off-campus, and open/company-specific. All the programmes offered by GRGCAS are anchored by facilitators who are qualified, experienced and competent in their area of expertise. In addition to our own faculty, we draw exceptionally experienced resources from Coimbatore, Chennai, Bengaluru and other locations to ensure learning of best practices and most updated knowledge. These facilitators set high standards of programme delivery and continuously raise the levels of learning outcomes for the participants.

GRGCAS has been serving the needs of a significant number of individuals and organisations in the Kongu region. The clientele includes large, medium and small-scale enterprises across sectors.

Registration and Assistance

Ms. S. Ahila on +91 754 008 9111

Email: programmes@grgcas.com

Ms. R. Sreeprabha on

+91 944 794 6190

Email: sreeprabha@grgcas.com

