

PLAN 2012



**PLAN 2012 AND SUCCESSFUL TIME
MANAGEMENT SKILLS**

CORPORATE PROGRAM FOR EXECUTIVES

1. ABOUT FYMC

Faithfully Yours Management Consultant Pvt. Ltd is a value adding and Qualified HR Management Company. We cater to the HR needs of Fortune 500 companies, CMMI level companies and more than 250 reputed organizations in India. We have been providing quality and value adding services for the last 12 years. We also trained more than 200,000 professionals in behavioral and soft skills.

We operate from Chennai, Bangalore, Mumbai, Coimbatore and Pondicherry along with a dedicated team of qualified professionals with experience in HR Services to fulfill the requirements of our valuable customers.

FYMC offers HR Services in the areas of Training, Recruitment, Organizational Development and Value Adding Services like Personality Profiling, Resume Processing Services, Back Office Recruitment Service, Counseling, Compensation Research, etc. The main reasons for FYMC's growth have been quick turnaround times, quality of service, a progressive strategy, reliability and **most importantly binding trust**. Above all, we commit ourselves to enrich people and also be a reliable HR Service Provider for our clients.

Faith is the starting point for any healthy relationship. Business is all about trust and healthy relationship. We aim to build relationship with clients to add value in their business - growth. We commit our self to do the best possible services with a great integrity and quality. That's how; the company name evolved as "Faithfully Yours Management Consultants Pvt. Ltd"

2 PROGRAM DETAILS

2.1 OBJECTIVES

- ⊕ Learn to Plan and Manage the Year 2012 effectively at work
- ⊕ Understand the value of planning
- ⊕ Successful Tools and Practice for Right Time Management
- ⊕ Understand how our valuable time getting wasted due to our own problems and External Environment
- ⊕ Strategies and Techniques for Effective Time Management

2.2 SESSION DETAILS

INTRODUCTION

- ⊕ Warm up session
- ⊕ Objectives of the program
- ⊕ Participant and trainer introduction
- ⊕ Plan 2012 – concept launch

EFFECTIVE PLANNING

- ⊕ Management concepts of effective planning
- ⊕ Process and different stages of planning
- ⊕ Various methods of business planning
- ⊕ How to manage tasks and projects

CHALLENGES IN TIME MANAGEMENT

- ⊕ Qualities of time that employees required
- ⊕ Last minute rush the stress and strain
- ⊕ Time management in role perspective

LIMITATIONS IN MANAGING WORK TIME

- ⊕ Discovering your time wasters
- ⊕ Addressing the top 15 time wasters in work life
- ⊕ How to manage and go beyond the time wasters

PRODUCTIVE TIME MANAGEMENT

- ⊕ How to overcome day to day time management problems
- ⊕ Strategy to approach and manage time effectively
- ⊕ Highly successful and proven practices to manage time
- ⊕ Effective management of time and results

FEEDBACK AND CLOSURES

- ⊕ Summarizing the learning's
- ⊕ Participants Feedback and Facilitator Sharing
- ⊕ Conclusion of the Program

2.3 OUTCOME

- ⊕ Becoming more Time Conscious and Value the work hours
- ⊕ Aiming to be more effective and active
- ⊕ Understand the areas of time savers
- ⊕ Overall, learn to manage work by planning the time effectively

3 IMPLEMENTATION PLAN

3.1 METHODOLOGY

- ⊕ Powerful Presentations.
- ⊕ Structured Exercises.
- ⊕ Interesting Games.
- ⊕ Role play.

3.2 DAY: 1 Day

3.3 DATE: 30th Jan 2012.

4 FACILITATORS

Highly experienced and well-qualified Corporate Trainer will take you through this programme. Facilitators who train Fortune 500 and CMMi Level companies like Ford, Titan, Nokia, Hyundai, Aircel, Ashok Leyland, iGATE, L&T, Siemens in similar skills will personally interact and give you feedback and action plan at every stage of the module.

5 INVESTMENT

The investment for the programme is Rs. 2000/- + Service tax per candidate for one day, which includes:

- ⊕ Program fee
- ⊕ Customizing the contents
- ⊕ Training Kit
- ⊕ Feedback to individuals and the management

For more than five nominations, subsidized fee will be provided.
Looking forward to meet your team members

We are offering H R Management Services to corporate for more than 12 years. More than 2.5 Lakhs of Corporate people have experienced our different programs. We promise you Quality and Lively Training Programs for your team members.

THANK YOU