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| Name of the Package of Courses | | | **Essential Life Skills** | |
| Duration of the Course | | | Two days | |
| Number of Sessions | | | 8 (Eight) | |
| Training Branch | | | IV | |
| Name of Course Coordinator | | | Assistant Director | |
| **Sessions** | **Contents & Sequence** | | | **Resource Persons** |
| **DAY 1** | | | | |
| **Session – I** | | **Time - a precious element** | | |
| 10.00 am- 11.15am | | * Understanding Time as Commodity * Relationship of tasks and time * Perceptions about time * Talent and time * Improved Performance, Productivity & Profitability | | |
| **Session - II** | | **Time - a precious element** | | |
| 11.30 am- 12.45 pm | | * Better alignment & Coordination of work * Reduction in Stress * Challenges in modern scenario * Time bound work culture | | |
| **Session - III** | | **Importance of Work-Life Balance** | | |
| 01.45 pm- 03.00 pm | | * Balancing work, family, friends & self * Daily achievements & enjoyment * Sense of Well being * Knowing strengths & weaknesses of self * Dealing with conditions at workplace * Role of vacation and holidays | | |
| **Session – IV** | | **Success and effective use of time** | | |
| 03.15 pm- 04.30 pm | | * Identifying high value tasks * Discover right timing of task delivery * Develop talent in right time * Divide and rule complex tasks * Circle of influence and circle of concern * Urgent Vs Important Matrix | | |
| **DAY 2** | | | | |
| **Session – V** | | **Time Management and Planning** | | |
| 10.00 am- 11.15am | | * Goal / Objective setting – SMART goals * Cascading Plans * Time management Matrix – task prioritization | | |
| **Session - VI** | | **Time Management and Planning (continued)** | | |
| 11.30 am- 12.45 pm | | **Values**   * 80 / 20 principle **-** Reducing incidence of Crisis * Planning for Multi-tasking * Quality Time Identifications & Planning for output | | |
| **Session - VII** | | **Time Management at workplace** | | |
| 01.45 pm- 03.00 pm | | * Over and under estimation of time * Awareness of deliverables * Clarity of process * Time box technique | | |
| **Session - VIII** | | **Time Management at workplace (continued)** | | |
| 03.15 pm- 04.30 pm | | * Busy Vs Productive Work Vs Reactive Work * Dealing with indecision & delay * Dealing with Overwork – Urgent Vs Important * Managing distractions | | |

**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

**Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi**

**Training Module on Time Management**