

Planning and Prioritizing

Duration: 16 hours

Module 1: Introduction to Effective Planning

- Understanding the Importance of Planning
- Principles of Effective Planning
- Tools and Techniques for Planning

Module 2: Prioritization Techniques

- ABCDE Method
- Eisenhower Matrix
- Pareto Principle (80/20 Rule)
- Covey's Time Management Matrix

Module 3: Goal Setting for Success

- Setting SMART Goals
- Goal Visualization Techniques
- Creating Action Plans
- Tracking Progress and Adjusting Goals

Module 4: Effective Communication Skills

- Business Communication Fundamentals
- Verbal and Non-verbal Communication
- Written Communication Skills
- Digital Communication Etiquettes

Module 5: Time Management and Productivity

- Time Blocking and Task Prioritization
- Avoiding Multitasking and Time Wasters
- Techniques for Enhancing Focus and Concentration
- Balancing Work and Personal Life

Module 6: Workplace Etiquettes and Professionalism

- Office Etiquettes and Professional Behaviour
- Dealing with Difficult Situations and Colleagues
- Managing Workplace Stress and Conflict
- Upholding Ethical Standards and Integrity