

Dale Carnegie Training

Effective Time Management

Japanese

Objectives

- **Manage time more effectively**
- **Overcome procrastination and manage multiple and competing priorities**
- **Get organized, plan, and set realistic goals**
- **Increase productivity through win-win delegation**
- **Decrease stress and increase concentration and focus**

Methodology

- **Interactive/ group discussion**

Program details

- **Module 1: Fundamentals of time management-** Where does the time go?
- **Module 2: Managing competing priorities.**
- **The Pareto Principle and the 80/20 Rule-** Essentials or Prioritizing
- **Module 3: Planning to get organized-** Daily Time log
- **Module 4: Creating your time management toolkit.** The Six degrees of productivity, Win-win delegation, Dealing with stress

Strong points

- **Practical toolkit to take back to workplace**

Profile of the facilitator

Mr. Yuichiro Ishihara is Director of Training and Global Master Trainer of Dale Carnegie Training Japan.

His responsibilities include training the trainers in Japan and in Asian Countries as well as product and quality management.

Prior to joining Dale Carnegie Training, he worked for Asahi Kasei group. After working as a system consultant for many years, he moved into Organizational Learning and Development in the Human Relations Department.

He has done numerous corporate training, public classes as well as public speaking. He has facilitated over 600 people and delivered training for more than 250 participants in one seminar.

He is an experienced trainer for executive coaching.

He currently enjoys teaching Global Leadership at Rikkyo University.

Industry experience

Finance, Manufacturing, IT, Pharmaceutical, Hospitality, Retails, Luxury Brands

Training company

Dale Carnegie Training Japan

Date

July 4th, 2018 (Wed)

Time

9:00-18:00

Place

CCIFJ

Language

Japanese

Target participants

Professionals who want to manage their time at work more efficiently

Price

50,000 JPY (tax excluded)