



PRANVISTM

An ISO 9001:2008 Company

Time Management Training

Pranvis Academy of Training and Development
(A Division of Anarghyaa ETech Solutions Pvt Ltd)

About Pranvis

Pranvis Academy of Training and Development is a division of Anarghyaa Etech Solutions Pvt Ltd, a 9001:2008 company, headquartered in Bangalore. We are proud member of NASSCOM and ASSOCHAM.

Our Mission

- » Create Exemplary Trainers and Coaches
- » Deliver World Class Training and Coaching.
- » Inspire, Empower and Transform people with Knowledge, Skills and Attitudes

Our Vision

- » Be the first choice for Training and Development
- » Have a dominant share in the training industry for next-gen training solutions
- » Bring out the best by Collaborating with students, individuals and Working Professionals to be a Peak Performer.
- » Be the first choice for Training and Development



About Pranvis

Our Team

- » Our Trainers and Coaches are a team of experienced professionals with strong educational background.

Our Services

- » Conducting Need Analysis
- » Soft Skills Training Programs
- » Behavioural Skills Training Programs
- » Leadership Training
- » Executive Coaching
- » Presentation Coaching
- » Entrepreneurship Coaching
- » Behavioural Observation using Outbound Methodology
- » Psychometric Assessment
- » 360° Feedback for Leadership Development



Trainings offered by Pranvis

- » All the trainings offered by Pranvis Academy of Training and Development are Evidence Based programs.
- » The training programs encompasses wide range of skills that are integral part of the business.
- » Our training programs are designed to equip our participants with the skills, behaviours and competencies required for success in the corporate world.



Time Management



- » “Time management” refers to the way that you organize and plan how long you spend on specific activities.
- » The highest achievers manage their time exceptionally well. By using the time-management techniques in this section, you can improve your ability to function more effectively – even when time is tight and pressures are high.



Objective



At the end of the training participants will be able to:

- » Plan and prioritize each day's activities in a more efficient, productive manner
- » Overcome procrastination effectively
- » Organize your workspace and workflow to make better use of time
- » Delegate more efficiently
- » Plan meetings more appropriately and effectively



Training Module



- » Three P's
- » Urgent : Important Matrix
- » Effective Planning
- » Setting Goals
- » Prioritisation
- » Tackling Procrastination
- » Effective Delegation
- » Learn to Say "No"
- » Personal Action Plan



Training Methodology

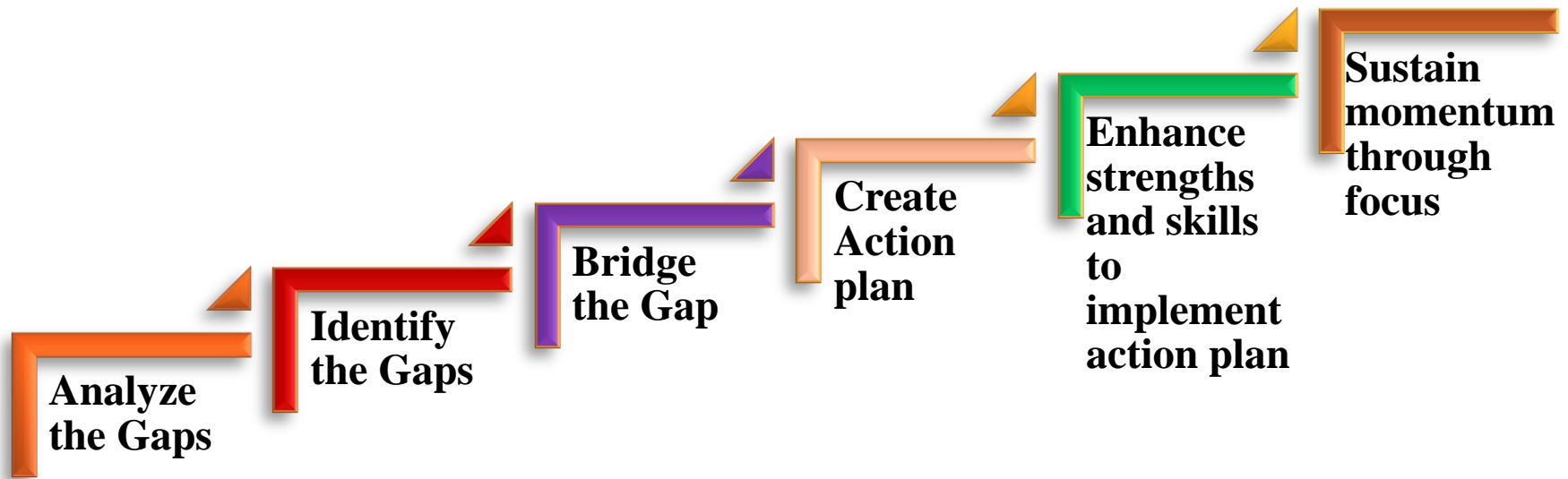


Training Methodology

- » We customize the content of each based on the objectives and the desired result expected by key stakeholders, to ensure transfer of learning to the workplace.
- » Our training methodology caters to all learning styles and stages. We use PowerPoints, encourage group discussions, discuss case studies, role-plays, exercises, etc.
- » We follow Adult Learning Principles to ensure all our training programs are experiential
- » Conduct Post Training Evaluation – Knowledge or Attitude or Skills or Habits
- » Create action plan for continuous learning
- » Support the team with coaching tools



Training Methodology



Training Resources



- » Minimum Number of participants: 15
- » Training will be conducted by PRANVIS at the venue organized by the client
- » Training Aids – Projector, Mic and speakers etc.,
- » Folders / File to store the information
- » Writing Pad and pens for trainees



Other Trainings offered by Pranvis

- » Leadership Training
- » Presentation Skills
- » Business Etiquette
- » Train the Trainer
- » Creative Thinking
- » Personal Effectiveness
- » Goal Setting
- » Negotiation Skills
- » Emotional Intelligence
- » Transactional Analysis
- » Personal Branding
- » Assertiveness
- » Motivation
- » Effective Selling
- » Sales with NLP
- » NLP Trainings
- » Coaching
- » Leaders as Coach



Trainings offered by Pranvis

- » Team Building
- » Time Management
- » Stress Management
- » Change Management
- » Conflict Management
- » Project Management
- » Interpersonal Skills
- » Interviewing Skills
- » Customer Relationship Management
- » Finance for Non-Finance
- » Campus to Corporate
- » Public Speaking
- » Situational Leadership
- » Manager to Leader
- » Outbound Training



Some of Our Certification Courses

- » Certified Soft Skills Trainer
- » Certified Behavioural Skills Trainer
- » Certified Master Trainer
- » Certified Life Coach
- » Certified Executive Coach
- » Certified NLP Practitioner
- » Certified NLP Trainer
- » Certified HR Professional
- » Certified Voice and Accent Trainer
- » Certified English Trainer for Business Communication



Our Coaching Solutions



- » Life Coaching
- » Executive Coaching
- » Entrepreneurship Coaching
- » Leadership Coaching
- » Business Coaching



Thank you



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