

TIME MANAGEMENT FOR PROFESSIONALS

“I don’t have time!” If you find this phrase familiar, then this course is for you.



Many professionals are now expected to produce positive results with fewer resources. Maintaining focus, prioritizing responsibilities and managing time in meetings and projects can be a major challenge to success.

This program provides participants with tools for managing their work activities in a way that helps them best accomplish personal and organizational goals. Participants will leave with tools for maximizing strengths in time management and reducing “time wasters.”

This training program is highly interactive and engaging. Participants will have opportunities to practice time management skills and receive feedback during this workshop. Optional follow-up coaching is available after this 2-day training program.

Learning Objectives:

- Improves individual and team productivity
- Boosts individual's fulfillment due to spending time on top priorities
- Improves individual's ability to map work activities to organizational goals
- Helps individual manage time in meetings and on projects
- Provides individuals with tools for reducing stress and reducing "time wasters"

Audience:

- Individual contributors to director level professionals

Course Duration:

- 2 days

Price:

- 200 Euros (per participant)
- Includes lunch and two coffee breaks each day

Trainer:**Josh Miekley**

Josh Miekley works as a business consultant at the Lincoln Centers of Albania providing support in sales and sales delivery. During his career in Albania, Mr. Miekley has delivered leadership, sales, management and productivity training to banks, telecommunications, and governmental clients.

In addition to delivering high quality professional training, he has managed projects in customer care, product development and marketing. He has spent over a decade in teaching and training teachers and professionals in the US, Albania and Kosovo. Mr. Miekley has a Master's in Education from the University of Cincinnati.

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LINCOLN CENTER 1 (*Pazari i Ri*)
Rruga Qemal Stafa, Nr. 184, Tirana
+355 4 223 0880 | +355 68 201 0607
www.lincoln.al | info@lincoln.org.al
FB/lincolncentersalbania

LINCOLN CENTER 2 (*Blloku*)
Rruga Ismail Qemal, Nr. 31, Tirana
+355 4 240 0260 | +355 68 208 3308
www.lincoln.al | info@lincoln.org.al
FB/lincolncentersalbania