

Goal Setting and Time Management

Work shop Overview

To accomplish great things, we must not only act, but also dream; not only plan, but also believe. The soft skill of goal setting and managing time is applicable to every individual and particularly those who feel they do not have the time for doing things. Top Notch Managers from leading corporate houses have benefited from this course.

You can be more successful in work and life and balance them according to your needs. The course sheds light how an individual or group can focus on the important things in order to utilize their time efficiently and effectively. It provides necessary tools and sheds light on the areas like attitude and behavioral changes required to manage your time effectively and achieve your goals. The course has a good percentage of exercises which help to internalize the course content better..

Benefits

This workshop helps participants to:

- Importance of goal setting
- How goals can help you achieve more in life
- How you can change course of your life
- Time as a resource
- Fundamentals of time management
- Planning and scheduling
- Prioritizing
- Being More In Charge
- Gaining Confidence



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Methodology

These training programs are delivered with the needs of adult learning requirements in mind. As a result these programs are highly interactive. Our instructor plays the role of learning facilitator and encourages everyone to contribute in the program.

Our training programs use presentation, student workbooks, case studies, group games and activities.

Additional support material will be made available online for all participants. This includes templates and tools to practice and implement creativity within an organization. People N Spaces can conduct these programs at either the client location or at an off-site location depending on the customer needs and requirements.

Course Modules

- **Vision**
 - What is a Vision
 - For personal and work life
- **Goals**
 - Types of Goals
 - Goal achievement
 - Event Control
- **Fundamentals of time management**
- **Planning and scheduling**
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Some of Organizations that People N Spaces is associated with are:



Institute of Chartered Accountants of India



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Company Profile

Gnyanam, a Corporate Training and Consulting Organisation, is the brainchild of **Mr. Ramakrishnan Nagasamy**, Founding Member & CEO, has been conceptualized with an objective of empowering employees of organizations with tools for improving their personal and professional excellence, leading to improved organizational effectiveness.

Advantage GNYANAM

The client stands to benefit from the association with PNS in manifold ways:

1. We are committed to your long – term growth, and look forward to creating fruitful long-term relationships.
2. We shall be a dependable partner in your training calendar.
3. Regular refresher courses can be done at nominal cost.
4. We are capable of executing / delivering programs at short notice.

Our Vision

To empower people globally for higher learning through provision of appropriate tools

Background of the Promoters



Ramakrishnan Nagasamy (Ram) is a world class Corporate Trainer and has received the Top Trainer Award many a time from Corporate Employers. His areas of training expertise include soft skills like Time Management, Project Management, Stress Management and Technical Skills like C, Unix, vxWorks, Software Quality Assurance Processes and other Courses like Basic and Advanced Pranic Healing Course.

Ram is a Mechanical Engineer with specialization in Computer Science and Software Development. He is also an M.Sc (Hons) Economics graduate from the prestigious BITS, Pilani.

He was one of the founding members of COMPUSER Club and help it grow into a Center for Software Development (CSD). He was involved in several initiatives in computer science and software like Campus Computer Networking and Parallel Computer Development. He was the First person in BITS' history to be hired by Hughes Software Systems from the Campus.

During his career, he has worked with top software companies like Hughes Software Systems and Microsoft Corporation in various capacities and has:

- Demonstrated the ability to take on unexpected situations as a challenge and leading teams to success in delivery, thus attracting top management accolades.
- Being an Excellent Technical interviewer, he has participated in several recruitment trips and hired many high quality professionals for his organizations.
- Being a great mentor of people in work and otherwise, he has been instrumental in mentoring several Freshers into mature successful software professionals.
- Organizing and evolving PM learning circles

He is also a Founding member and Managing Trustee of Sri Sri Mahavatar Charitable Trust, a organization working in social service of poor & needy. He is also Advanced Pranic Healer and Trainer.

Profile of Trainers

Will be shared on request