



TIME MANAGEMENT



Dates: 26 February 2020
Duration: 6 hours (1day)
Hours: 9-12 am / 1-4 pm
Venue: CCI France Myanmar
Trainer: Mrs. Ania Muchnicka
Language: English
Rate: \$100/Members
\$150/Non-members

WHO SHOULD ATTEND?

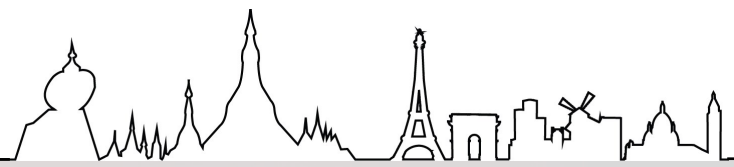
Myanmar and foreigners - all level employees who want to improve their time management skills through practice and tools.

The more diverse the group of people, from different hierarchical levels, cultures and backgrounds - the more effective and creative solutions will be generated and the better you will understand different approaches to time management.

WHY YOU SHOULD ATTEND

The cultural difference in approach to time between Myanmar and the West impacts business and is the number one reason of loss of profits. Therefore we offer a training based on recurrent feedback from our clients who need employees with better time management skills and awareness.

This course will tackle the core skills of time management: prioritization, scheduling and focus. We will explore the cultural theories and approaches to time management to understand how to work in an international environment. Plus, we'll help you to deal with some common time management challenges such as lateness, dead time and interruptions.



TIME MANAGEMENT

IN THIS TRAINING YOU WILL

- Learn time management tools
- Learn management solutions for different cultural time approaches
- Solve time management challenges like lateness, interruptions, dead time, distractions, disorganized people
- Professionally deal with customers and coworkers

METHODOLOGY

The training will be conducted with active methods involving all participants, both during experiences, mini lectures, group and individual exercises and discussions based on the most effective method of adult learning. Each participant will know their predispositions, acquire new skills during the exercises, and will be able to express their views and share their experience during the discussion. Participants can count on unresolved issues thanks to consultations with the trainer. The knowledge conveyed during the training is based on the achievements of contemporary social and positive psychology, the Action Learning by World Institute for Action Learning method and Art therapy. The trainer adapts the program during the training to realtime challenges of the participants.

TRAINER: ANIA MUCHNICKA



Business trainer, MBA and SWPS University of Social Psychology and Humanities lecturer, Action Learning Coach by WIAL, STOP School for professional trainers graduate and Master in Communication and European affairs. For 7 years she worked as a communication specialist and speech writer at the European Commission and public speaker at the European Parliament in Brussels. Since 2015 creates and conducts training and team building activities in Europe and Asia in the field of cross-cultural communication, entrepreneurship, strategic planning and management, public speaking and solving complex problems. She training employees over 30 countries. As a result of 7 years spent in South East

Asia and 7 years working for the EU institutions she helps big businesses, NGO's and chambers of commerce training, coaching and mentoring international experts and employees to create successful business relations within different cultures.