

GET ACCESS TO THE FULL COURSE TODAY



Category:
Communication

No. of Modules:
04

No. of Parts:
14

No. of Quizzes:
03

TIME MANAGEMENT

Farhan Jamali



INSTRUCTOR'S PROFILE



FARHAN JAMALI

Farhan Ali Jamali is a seasoned professional with over a decade of experience in development. learning He is and globally recognized as a Life & Career Coach, Instructional Designer, Soft Skills Trainer, and Engagement Expert. Farhan specializes in the GROW coaching model, helping clients in 10+ countries achieve personal and professional growth. He's certified as a Success Coach from Possibilities and a CBT Certified Life Coach from Transformation Academy.

As a Soft Skills Trainer, Farhan designs impactful programs that enhance organizational success. He's known for crafting evidence-based training using the ADDIE model and Bloom's Taxonomy.

His firm, Ripple Effect, serves 40+ clients in Pakistan with tailored training and consulting programs. Farhan also excels as a top-rated freelancer on Upwork, providing services globally in instructional design and coaching.

WHO SHOULD GET ACCESS TO THE COURSE ?

This course delivers key insights, enabling professionals to perform at their best and achieve tangible results.



Team Leads & Managers



Project Leads



Trainers



Goal Driven Individuals

TIME MANAGEMENT

Farhan Jamali



COURSE DESCRIPTION :

Maximize your productivity with our comprehensive time management course! Ideal for professionals, students, and entrepreneurs, this program equips you with essential skills in goal setting, teamwork, communication, leadership, and digital literacy. Learn practical strategies to eliminate distractions, organize tasks efficiently, and transform into a more productive version of yourself. Join productivity expert Farhan Ali Jamali to gain an extra 10 hours each week and make significant strides towards your goals. Time is of the essence—start your time mastery journey today!

LEARNING OBJECTIVES:

- Acquire skills to identify and overcome obstacles to successful time management
- Identify and effectively use specific time management tools
- Identify time expenditures and proactively avoid wasteful activities
- Explore how to develop the right attitude toward controlling your time

TIME MANAGEMENT



FARHAN JAMALI

- INTRODUCTION

- MODULE – 1

Benefits of Time Management

- MODULE – 2

How to Improve Planning Skills

- MODULE – 3

The Eisenhower Decision Making Matrix

- MODULE – 4





Golden Rule of Time Management

BizKademy at a Glance

About Us

- Tech-Driven L&D Company
- 20 Years of Experience
- Empowering Workforce by Capacity Building

Our Offices

-  86 Sheikh Zayed Road, Sharjah, UAE.
-  302, Shahwar Trade Center, Karachi, Pakistan.
-  Chamber 13, RJ, Gulshan e Iqbal, Rashid Minhas Rd.
-  16 Sector H DHA Phase 1, Lahore, Punjab 54000.

Contact

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-  BizKademy.com

What We Do?

LMS

- Batches and Cohorts Creation
- Multiple Course Enrollment
- Setting Timelines
- Full Content Moderation
- Assessments and Quiz
- Gradebook
- Leader Board
- User Friendly

Video Production

- Video Production
- Text Animation
- Character / Material Animation
- Glassboard Technology
- Chroma Studio
- SCORM Technology

Courses

Readymade Courses

- Bilingual
- Unilingual
- Versatile Topics
- Self-Help
- Communication Skills
- Technical Skills
- People Management

Courses

Customized Courses

- Need Analysis
- Brainstorm
- Ideate
- Instructional Design
- Assessments and Quizzes
- Get High Tech Support

Assessment Centre

- Assessment Creation
- Invite Candidates (via Link/Email)
- Customizable Tests
- Cheating Prevention
- Flexible 2-Way File Upload
- Real-time Results

Time Master

- Detailed Time Analytics
- Timezones / Shifts Management
- Productivity Reports
- Universal Solution



/ Bizkademy