

# TIME MANAGEMENT CERTIFICATION

As per International Standards



## UNICHROME

# Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Time Management Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Time Management Training Course schedule



# About Unichrone

✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

**We've trained professionals across global companies**

## Importance of Time Management Training

- ✓ Time Management Certification confirms knowledge about how to organize time properly, distinguish priorities, and work with stress. Effective Time Management professional skills include goal specification, time documentation, delegation, and stress-reducing tools. Through this certification, individuals show their desire to develop in their person and in their career, therefore being valuable to existing organizations. Qualified Time Management Certified specialists are employed in nearly every industry, including project management, business, and health care, where timely planning is vital.
- ✓ Time Management Training is meant to provide indispensable knowledge of Time Management at all levels adapting to the changing market. The conceptual and individual-oriented teaching methodologies adopted by the instructors of the course mold candidates to attain an exhaustive skill set to identify the conventions of goal setting and identify energy flow within a time frame. Training provides knowledge on long-term, short-term, and medium-term scheduling. The participants will be taught the elements of an action plan and how to execute a plan. Additionally, it provides training on setting a routine and gathering tools to establish work.

## ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Time Management Training Course. However, having prior knowledge is beneficial.

## WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills in managing time can enroll in the Time Management Training course.

# TIME MANAGEMENT CERTIFICATION ADVANTAGES



CERTIFIES  
YOUR TALENT



HELPS  
BUILDING  
VALUES



GLOBAL  
RECOGNITION



PERFECT  
EXECUTION



BUILDS  
CUSTOMER  
LOYALTY



MORE  
EMPLOYABILITY  
OPTIONS

# Syllabus of Time Management Training

## Lesson 01 – Introduction to Time Management

1.	Importance of Organization
2.	Role of an Organizer when Managing a Schedule within a Certain Time Frame
3.	Building a Daily Activity Log to Maintain your Schedule and Time
4.	Fundamental Skills for Managing a Schedule and Time Management
5.	Features of a Schedule Time

## Lesson 02 – Identify Objectives and Goals

1.	Introduction to Goal Setting
2.	Identify the Principles of Goal Setting
3.	SMART Goals

# Syllabus of Time Management Training

## Lesson 03 – Effective Time Management Skills

1.	Identify Different Tasks and Managing Time
2.	Examine How to Manage Your Time in an Efficient Manner
3.	Identify Energy Flow Within a Timeframe

## Lesson 04 – Exploring Your Growth

1.	Organize Regular Reviews Within the Correct Time Frame
2.	Difference Between Planned and Actual Use
3.	Monitoring the Results



# Syllabus of Time Management Training

## Lesson 05 – Introduction to Scheduling

1.	Long-Term Scheduling
2.	Medium-Term Scheduling
3.	Short-Term Scheduling
4.	Task Scheduling

## Lesson 06 – Creating a Plan

1.	Making an Action Plan to Ensure Your Time is Being Managed Effectively
2.	Elements of an Action Plan
3.	Role of Planning
4.	Executing a Plan
5.	Assess Methods of Making a Schedule

# Syllabus of Time Management Training

## Lesson 07 – Overview of Priority Task

1.	Prioritization of Your Time Within Certain Tasks
2.	Difference Between Urgency and Importance
3.	Creating a Paired Comparison Analysis Tool
4.	Pareto Analysis Technique
5.	Grid Analysis Tool for Decision-Making

## Lesson 08 – Introduction to Routines

1.	About Routines
2.	Setting a Routine and Managing Time
3.	Using Routine to Manage an Effective Time-Span

# Syllabus of Time Management Training

## Lesson 09 – Establishing Your Work

1.	Gathering Tools
2.	Successful Skills Which Helps you to Maintain your Schedule

## Lesson 10 – Manage a Meeting

1.	Various Meetings for Different Purposes
2.	Planning for a Meeting

# Syllabus of Time Management Training

## Lesson 11 – Evaluation of Time Management

1.	Maintaining a Log
2.	Interruptions
3.	Tools to Use for Evaluation

## Lesson 12 – Delegation of Time

1.	About Delegates
2.	Delegation Process
3.	Advantages of Delegation

# Syllabus of Time Management Training

## Lesson 13 – Managing Scheduling Technology

- |    |                                    |
|----|------------------------------------|
| 1. | Required Tools and Skills          |
| 2. | Using Technology for Your Benefits |
| 3. | Managing Technology                |
| 4. | Paper Handling                     |

# Exam Format of Time Management Certification

Examination Format	
Exam Name	Time Management Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Time Management, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Time Management exam.

# Contact Us

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<https://unichrone.com/>

