



## PAPUA NEW GUINEA HUMAN RESOURCE INSTITUTE

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# TIME MANAGEMENT & PERSONAL EFFECTIVENESS WORKSHOP

## A CONTINUING PROFESSIONAL DEVELOPMENT INITIATIVE

**COURSE FACILITATOR:** JERRY WEMIN – PRESIDENT PNGHRI  
**COURSE DURATION:** 2 DAYS INTENSIVE  
OR OVER THE WEEKEND  
OR ½ DAY OVER A PERIOD OF 4 DAYS

### COURSE OUTLINE: (SUBJECT TO REVISION AS REQUIRED)

#### PART 1: PRELIMINARY

1. TRAITS OF THE MOST SUCCESSFUL PEOPLE IN THE WORLD
2. SELF ASSESSMENT
3. PEER ASSESSMENT (360 DEGREE FEEDBACK)

#### PART 2: KEY PRINCIPLES

4. THE ART OF SELF MANAGEMENT
5. TIME MANAGEMENT
6. MANAGING PROCRASTINATION
7. STRESS MANAGEMENT
8. MANAGING CHANGE
9. MANAGING MOTIVATION
10. GOAL SETTING
11. SELF PRESERVATION
12. THE SCIENCE OF SELF MANAGEMENT
13. SHARPENING MY PRESENTATION SKILLS
14. CREATING A SPHERE OF POSITIVE INFLUENCE
15. MEETING MANAGEMENT

#### PART 3: WORKPLACE APPLICATIONS AND REAL LIFE EXERCISES

16. UNDERTAKING SWOT ON THY SELF
17. DEVELOPING A 20 YEAR LIFE PLAN
18. DEVELOPING MY 2016 WORK CALENDAR
19. DEVELOPING MY 2016 WORK PROGRAM
20. MANAGING MY PERFORMANCE GOING FORWARD

### ASSESSMENT AND CERTIFICATION (MINIMUM REQUIREMENT)

- MUST BE 100% PRESENT AT ALL TIMES DURING THE COURSE
- MUST COMPLETE ALL PROJECTS AND ASSIGNMENTS
- MUST PASS ALL ASSESSMENTS WITH SCORE OF 75% OR BETTER

### KEY ATTRIBUTES OF THE COURSE.

- Course guaranteed to transform professionals
- Adult Learning Friendly and Action Learning Based
- Relevant in PNG
- Tested and tried
- Delivered by Experienced facilitator
- Immediate benefit and from class to work immediately
- Real life examples and templates that are applicable at work
- Transformational
- Empowering
- Training levy concessions
- Proven
- Immediate benefit to employee and employer
- International benchmarks used in workshop

### BRIEF CREDENTIAL OF THE FACILITATOR.

- 27 Years of Professional Experience
- HR Specialist
- NTC Accredited Trainer
- Experienced CEO
- Experienced Managing Director
- Over 12 years experience as Professional Board Director
- Masters Degree Lecturer to UPNG and 2 Australian Universities
- Fellow HRM
- Fellow Management
- Masters Degree in Development Management
- 2015 Director of the Year Award by PNGID
- Active freelance consultant to over 100 public and private organisations

### YOUR INVESTMENT PER PARTICIPANT

- K2200 if run externally
- K1100 if run in-house and on site or sponsored by the organisation (minimum number of 10)

### NTC ACCREDITATION NUMBER FOR TRAINER AND INSTITUTE:

- Trainer Number: 295
- Institute Number: 098