

How do Effective Managers Organize Themselves

Nov 11 – 12, 2024	Venue: PIM, Karachi	Rs. 31,000/=
Aug 01 – 02, 2024	Venue: PIM, Lahore.	Rs. 31,000/=
Sep 26 – 27, 2024	Venue: PIM, Islamabad.	Rs. 31,000/=

Course Description

Effective time management and personal organization skills are essential for effectiveness of a manager in any organization system. Effective management is a competitive advantage for an organization. If you want to improve your managerial effectiveness, to make your organization more competitive, than you should attend this course.

LEARNING OUTCOMES

After the workshop, you will be able to:

- Get better organized by personal and professional goal setting.
- Achieve your goals effectively by creating and using action plans.
- Become more productive by prioritizing your work.

WHO MUST ATTEND?

Managers, Supervisors, team leaders and administrative personnel, who likes to add value to their organizations, through personal productivity and efficiency.

COURSE CONTENTS:

- Personal Goal Setting
- Creating Action Plans
- Work Prioritization & Time Management
- Paper and Email Management

FOR DETAILS AND REGISTRATION

PIM, Karachi: Management House, Shakra-e-Iran, Clifton, Karachi 75600
Voice Dir: (+9221) 9925 1718, 9925 1680, E-Mail: program@pim.com.pk

PIM, Lahore: Management House, 70-B/2, Gulberg III, Lahore 54600.
Voice Dir: (+9242) 9926 3137
Mobile: 0300-8840880, 0332-4353820 E-Mail: pimlhe@pim.com.pk

PIM, Islamabad: Plot No. 12-K, Sitara Market, Sector G-7 Markaz, Islamabad
Voice Dir: (+9251) 9252651 -2, E-Mail: pimisb@pim.com.pk