ACMA

Northern Region

Automotive Component Manufacturers Association Of India

The Capital Court, 6th Floor
Olof Palme Marg,Munirka
New Delhi 110 067, India
Tel: + 91-11-26160315 Fax : +91-11-26160317
acmanr@acma.in | www.acma.in

To: All Members in NR

26th August 2021

Training Session
On
Time Management
Wednesday, 8th September 2021
Time – 10.00 a.m. to 1.00 p.m.

Online platform using WebEx

It has been our endeavor to provide valuable services to our members. In an effort to strengthen this further, ACMA (Northern Region) is organizing a **Training Session on Time Management** on **Wednesday, 8th September 2021 using Virtual platform.**

Working Efficiently and Effortlessly is essential.

In the workplace, time management refers to the capacity to plan and execute activities in a timely and effective way. In order to optimize time throughout the day and throughout the week, it is necessary to determine how much time should be spent on each activity.

It is critical to be both productive and efficient in one's job. Consider efficiency to be a component of overall effectiveness. Getting things done is important, but so is doing the best things possible and doing them in the most effective manner. Effective time management is concerned with how fast you finish a task, while efficient time management is concerned with whether you should be doing it at all.

Improved time management abilities may benefit a variety of areas of one's job effectiveness. Employees will be more productive and efficient as a consequence, and the following benefits will accrue:

- Productivity will be increased as a result.
- There will be less procrastinating.
- More opportunities for advancement
- Improvements in decision-making
- Improvements in work-life balance
- Employees will experience less stress.

The Advantages of Our Effective Time Management Training Courses

- A course in Effective Time Management from our organization will provide you with the skills to:
- Improve the efficiency with which you plan and prioritise your job.
- Improve your ability to deal with disruptions.
- Develop real time management methods and ideas to help you manage your time more effectively.
- Utilize the advantages of modern technologies.
- Determine what your personal time management problems are and how they manifest themselves.

Content of the course

This Effective Time Management course is tailored to suit the particular needs of our customers, taking into consideration their personal/organizational requirements as well as their current skill set and knowledge. The following are included in an Effective Time Management course:

- Taking care of oneself
- Identifying your most important objectives
- Making a connection between time and your goals: both short and long term
- Making use of methods for planning and scheduling
- Make use of the four Ds to ensure efficient workflow.
- Creating SMART objectives
- Techniques for dealing with procrastination and time wasting
- Taking charge of your surroundings
- Managing the flow of information — through emails, phone calls, and text messages
- Managing the expectations and priorities of others is an important skill.
- Interruptions and how to deal with them
- Effective delegation is a skill that can be learned.
- Managing meetings is a difficult task.
- Role of HR and Manager
- Case study from Top Corporates
- Start-up case study for effective time management

Who should attend:

Senior and middle management level persons of Production, Production Engineering; Quality Control, Supply Chain; HR; Finance; IT and Marketing.

PARTICIPATION FEE DETAILS:

Category	Amount	GST	Total Amount
Members Non-Members	Rs. 1750/- per participant Rs. 2,500/- per participant	18%	Rs. 2,065/- per participant Rs. 2,950/- per participant

Note-: Companies has to pay the full payment in advance to register themselves for the program. No cancellation is acceptable only you can change the name of the participant. Hence invoice will be generated as per the nominations.

Online Payment Transaction -: https://www.acma.in/payment-online.php
While making the payment please put 0000 (Zero) in Tax Invoice No. column while processing for the payment. Please mail us the screen shot of the payment to cross check it.

Faculty: Mr. Krunal Kalbende, IIT Kharagpur & CEO- COJAG

Mr. Krunal Ramesh Kalbende has proven performance in leading a profitable technology development business from startup to its development. In addition to serving in management and technical positions for several technology ventures of self and others, Krunal has offered professional consulting services in IoT, Industry 4.0, Geophysical services, AI technology, project management, strategic planning, effective teamwork, Web application development, and relational database application development to startups and large enterprises. Throughout his professional career, Mr. Kalbende has managed technology development projects based on the practices of repeatable processes, success metrics, consensus, collaborative process management, and high-performance teamwork with the goal of superior accountability to requirements, schedule and budget. He has also served as a technical consultant in Ordnance factory, RSN Mines and Minerals, Master Geotech, NMC, Cyber Cell, KJV Alloy, and 100+ industries. He has expertise in cost reduction, AI intelligence building and quality supply-chain management. He is an IIT, Kharagpur alumni & currently Founder of Aotom Technologies which is tech oriented development and service provider company in the field of Drone Technology, Geophysical services, AI technology, Data analytics, Face recognition technology and Blockchain technology and also CEO of Cojag Smart Technology Pvt. Ltd. which deals in IT sector, agriculture, education and consultancy services. Cojag also promote the idea of co-working space and provide Industrial space on rent to set up new technology plants.

The Confirmations can be sent-in through the attached "Reply Form". We look forward to the participation of member companies in large numbers.

Sd./-
Regional Secretary