



OTM

Organising & Time Management

Enhancing Productivity EFFORTLESSLY !

What is OTM?

Organizing and Time management is a training programme where "the whole team works in a unified manner" under the direction of the owner of the company. This happens very joyfully & effortlessly based on well laid systems and a compassionate follow-up.

What is covered in this programme?

- Organizing & Planning.
- Time Management.
- How to conduct meetings.
- Recording Minutes of meetings.
- The different types of meetings.
- The use of Six Thinking Hats.
- The use of monthly planner.
- The use of Mind Mapping.
- Identifying time wasters.
- Using the voice recorder.
- Using Mind Manager.
- Using technology to enhance productivity.
- Setting weekly, monthly & yearly goals.
- Being in touch with the policies of the Company.

Our Promise to you

- We guarantee that the statement 'I FORGOT' & 'I don't have time' will disappear from your vocabulary.
- Your employees will take complete responsibility for all the work delegated to them.
- The entire organization will work in a synchronized manner and will also be in sync with the company's vision.

What is so special about OTM?

- Learn the "ART OF DELEGATION".
- Learn to 'MULTI-TASK EFFORTLESSLY'.
- We ensure 'APPLICATION' at your end and a system that works. This programme is more than 'What to do' and 'How to do'.



Planning, Reporting and Execution !