

People & Time Management for Work-from-Home Employees (4-Hour Session)



Module 1: Fundamentals of People & Time Management

- Understanding People Management vs. Time Management
- Importance of Effective Time & Task Prioritization
- Common Challenges in Managing People & Time

Module 2: Effective Time Management Strategies

- The Eisenhower Matrix: Prioritizing Tasks Effectively
- Time Blocking & Scheduling for Maximum Productivity
- Avoiding Procrastination & Managing Distractions

Module 3: Work from Home – Managing Productivity & Teams Remotely

- Challenges of Remote Work & Overcoming Them
- Setting Boundaries & Work-Life Balance in WFH
- Using AI & Digital Tools for Remote Team Collaboration
- Managing Productivity & Performance in a Virtual Setup

Module 4: Delegation & People Management Skills

- The Art of Delegation: When & How to Delegate Effectively

- Understanding Team Dynamics & Strengths
- Motivating & Engaging Employees for High Performance

Module 5: Stress & Conflict Management in Work Environments

- Identifying Stress Triggers & Managing Workplace Stress
- Techniques for Conflict Resolution & Communication
- Building Emotional Intelligence for Better Team Relations

Module 6: Performance Tracking & Continuous Improvement

- Setting SMART Goals for Teams & Individuals
- Monitoring & Evaluating Employee Performance
- Tools & Techniques for Continuous Improvement