

WORK CARD 9

DEVELOPMENT OF TIME MANAGEMENT SKILLS FOR OFFICE AND ADMINISTRATION WORKERS



The “XYZ”, a company specializing in consulting, drew attention to the difficulties faced by office workers in terms of effective time management. They often experience pressure due to a multitude of responsibilities, which negatively affects their performance and well-being.

As a result, the company decided to organize training for employees aimed at developing time management skills. The “XYZ” company employs approximately 100 people working in its offices.

Employees often complain about the lack of time to complete all tasks, which leads to overload and a decrease in motivation and job satisfaction.

For this reason, the company decided to conduct training that will help employees better plan, organize and use their time to increase work efficiency and reduce stress levels.

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Tasks:

1. Identify the main problems or challenges faced by employees and determine the expected training outcomes.

2. Based on the needs analysis, present a comprehensive training program that includes the following elements:

- Training topics
- Training methods
- Schedule
- Evaluation of effects

