CORPORATE TRAINING PROPOSAL

MASTERING TIME MANAGEMENT & WORKPLACE PRODUCTIVITY

From Busy to Productive: Prioritise Better. Plan Smarter. Deliver Results.

Proposed by: Ms. Piyush Yadav
Founder, Elite Wang Academy
Training Format: Virtual | Interactive | Activity-Based
Duration: 2 Days | 2 Hours Per Day | Total 4 Hours
Target Audience: Employees, Sales Professionals, Field Teams and Cross-Functional Teams

1. Programme Overview

In today's fast-paced workplace, employees often manage competing deadlines, customer demands, meetings, emails, and unexpected priorities. Being busy does not always mean being productive.

This practical, activity-based programme will help participants take control of their time, focus on high-impact activities, plan their workload effectively, and improve coordination with colleagues and other departments.

The programme combines practical tools, workplace scenarios, quizzes, case studies, and role-plays to help participants move from reactive working to planned, focused, and result-oriented performance.

2. Training Objectives

By the end of the programme, participants will be able to:

- Identify personal time wasters and productivity barriers.
- Prioritise tasks based on urgency, importance, and business impact.
- Develop effective daily, weekly, and monthly work plans.
- Manage competing deadlines and changing priorities.
- Improve territory planning, customer prioritisation, and follow-up management.
- Manage distractions, interruptions, meetings, and communication overload.
- Strengthen cross-functional coordination and reduce avoidable delays.
- Develop a practical personal productivity action plan.

3. Training Agenda

DAY 1 — TAKE CONTROL OF YOUR TIME

Focus: Awareness, prioritisation and effective planning

Duration	Module	Key Focus
10 min	Productivity Kick-start	Interactive icebreaker and pre-assessment
20 min	Understanding Time & Personal Productivity	Identify time wasters, productivity barriers, and ineffective work habits
25 min	Prioritisation Techniques	Apply the Urgent vs. Important Matrix and identify high-impact activities
25 min	Goal Setting & Work Planning	Align daily, weekly, and monthly priorities with business goals
25 min	Managing Multiple Priorities	Handle competing deadlines, changing requests, and workload pressure
15 min	Practical Challenge & Reflection	Prioritise workplace tasks and discuss better decisions

Day 1 activity: The Priority Challenge

Participants receive a realistic list of competing workplace tasks and decide what to do immediately, schedule, delegate, or deprioritise. The activity builds decision-making and prioritisation skills.

DAY 2 — TURN PRODUCTIVITY INTO PERFORMANCE

Focus: Execution, focus and workplace application

Duration	Module	Key Focus
10 min	Recap & Quick Quiz	Reinforce learning from Day 1
25 min	Time Management for Sales & Field Teams	Territory planning, customer prioritisation, visit planning, and follow-up management
20 min	Managing Distractions & Improving Focus	Manage emails, calls, meetings, interruptions, and multitasking
20 min	Cross-Functional Coordination & Collaboration	Improve communication, ownership, handovers, and coordination across departments
25 min	Personal Productivity Action Plan	Create practical routines, planning habits, and an implementation plan
15 min	Post-Assessment & Commitment	Assess learning and establish individual commitments
5 min	Closing & Key Takeaways	Reinforce application and next steps

Day 2 activity: The Busy Workday Simulation

Participants work through a realistic scenario involving customer follow-ups, an urgent request, a changing deadline, and coordination with another department. They practise prioritising tasks, managing interruptions, and planning their next actions.

4. Training Methodology

The programme uses a practical, learner-centred approach:

- Interactive discussions and workplace examples
- Pre- and post-training assessments
- Quick quizzes and knowledge checks
- Case studies and problem-solving activities
- Role-plays and workplace simulations
- Individual planning exercises and action commitments

5. Expected Outcomes

Participants will be better equipped to:

- Make informed decisions about where to invest their time.
- Focus on activities that contribute to business priorities.
- Plan work realistically and manage deadlines.
- Improve customer follow-ups and field productivity.
- Reduce avoidable distractions and delays.
- Strengthen coordination and accountability.
- Apply time management techniques consistently at work.

6. Measuring Learning Impact

The programme will include a pre-training assessment, interactive knowledge checks, a post-training assessment, and an individual action plan.

These measures will help assess learning and identify areas for continued improvement. Longer-term productivity improvements can be evaluated through follow-up reviews and relevant workplace performance indicators.

7. Programme Summary

Programme: Mastering Time Management & Workplace Productivity
Duration: 4 Hours
Format: Virtual Instructor-Led Training
Structure: Two sessions of two hours each
Approach: Practical, interactive, and application-focused
Delivery: Elite Wang Academy

The central message: Time management is not about doing more tasks. It is about making better choices, focusing on what matters, and turning time into meaningful results.

We look forward to partnering with your organisation to strengthen employee productivity, improve work planning, and support effective workplace performance.

Regards,
Ms. Piyush Yadav
Founder, Elite Wang Academy
Corporate Trainer | Certified Master Trainer | Train-the-Trainer