The Director General Bureau of Public Service Reforms Federal Secretariat Abuja

Dear Sir,

## PROPOSAL ON A TRAINING WORKSHOP ON EFFECTIVE TIME, TASK & WORK PLANNING

We are pleased to propose to your organization the above-named training workshop. Please find attached details on this programme with particular reference to workshop objectives, content, cost implication as well as our profile.

This Management Training Course will give you the opportunity to step back and get clear about what you want to achieve in the long and short term. It will then help you assess your present effectiveness and map out a plan to reach your professional and personal goals. This training course will focus on concepts essential to effective time, task management and work planning, enabling you to manage yourself effectively within your own time constraints, be better organized and prioritize your work/life tasks, as well as the people you manage.

## **THIS KENTON INFO-TECH TRAINING COURSE WILL FEATURE:**

- Streamlining your office, your work flow and work habits for maximum efficiency
- Big picture thinking, short- and long-term planning, prioritising and scheduling your work
- Working with others to achieve results through teamwork, effective delegation and running productive meetings
- Overcoming common time management mistakes and obstacles
- Mastering yourself and your life through work/life balance, self-awareness and self-discipline

VENUE: Date (1<sup>nd</sup> Run): 27<sup>st</sup> – 30<sup>th</sup> Mar, 2023 Venue: SANDRALIA HOTEL JABI ABUJA

Date (1<sup>nd</sup> Run): 10<sup>th</sup> – 14<sup>th</sup> April, 2023 Venue: North Gate Hotel, Nasarawa

## WHY CHOOSE KENTON INFO-TECH AS YOUR TRAINING PROVIDER?

- **Knowledge** all of our trainers are highly experienced and are world leading subject matter experts in the field they teach so you can be confident you are learning from the very best.
- KENTON INFO-TECH Consulting has over the years, built up a very reputable list of clients in the
  financial services and other sectors, by providing consulting support in areas related to strategy,
  people, systems platform definition, deployment and upgrade.
- **Value** our philosophy has always been to provide a practical training experience with skills that can be used to gain a tangible return on your investment.

Yours sincerely,

For: KENTON INFO-TECH

Yusuff. Olamide. A

**Business Development Manager**