


■ Our Open Seminars 2010

Cross-Cultural Time Management

November 18, 2010 in Shanghai



What means being on time? How do people deal with interruptions? What is proper planning? What is an effective working style? Not only do people in one culture have different preferences on time management, there are also different attitudes towards time across cultures, which influence work in cross-cultural teams. Time management skills are essential for effective people. We teach you skills and methods to be a high achiever and be able to function exceptionally well. Master these skills will help you to take control of your workload, and say goodbye to the often intense stress of work overload.

■ Topics

- Identify where you spend your mental energy
- Clarify individual preferences on time management
- Define intercultural aspects of time management
- Understand time as a resource and what means being on time in different cultures
- Deal with interruptions
- Master modern time management for persons from polychron cultures
- Make plans effectively
- Use a calendar to manage your workload and process e-mail quickly
- Manage your work area and filing system to achieve high efficiency



This workshop is designed for Chinese employees working for multi-cultural enterprises who want to better manage the use of time

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■ **Program**

Pre-workshop Assignment:

Every participant will finish a simple sheet to help them to define the overall purpose and main areas of their job one week before the workshop.

9.00 a.m. **Participants introduction and clarifying expectations**

Attitudes towards time

- Individual preferences on time management
- Intercultural aspects of time management
- Time as a resource
- What means being on time in different cultures?
- Dealing with interruptions
- Time and planning
- Modern time management for persons from polychron cultures

Coffee break

Planning effectively

- The power of outcome focus
- How to develop and capture ideas
- The planning model

12.30 p.m. **Lunch**

1.30 p.m. **Getting the most out of Outlook / Lotus Notes**

- Setting up Outlook / Lotus Notes as a list manager
- Using the Calendar
- Managing e-mails

Coffee break

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Excellent paper and desk management tools

- Dealing with papers
- Filing system
- Using the “Toyota” way to manage your workspace

Evaluation & feedback

5.00 p.m. **End of workshop**