



Korean-German Chamber
of Commerce and Industry
한독상공회의소



“Time Management and Vision setting Seminar”

- **Realize the value of time and apply time/daily schedule management tools to our task for better productivity.**
- **Analysis on AS-IS task and Goal/Vision Setting for improvement and growth.**
- **Stress management principles for make performance**
- **Find and set vision in work and personal life**

Target

Person who needs to manage time and set vision for better performance

Curriculum

- 1) Change management to achieve organizational performance
 - Awareness of business reality and change and its impact on my business
 - Recognize their strengths in business performance and find improvement opportunities to lead change
 - Benchmarking with role model through triangle of success
 - Needs of business reality (quality-cost-time) and recognition of performance that is important in our organization and my work
- 2) Time management for effective task
 - Time Management Session Open
 - Tyranny of the Urgent
 - Time Wasters, Diversions and Distractions
 - The Essential of Prioritizing
 - Daily Time Log/ Monthly Project List
 - Tips for Effective time management
- 3) Stress Management
 - The impact of stress on business
 - Learn the principles of stress management and discuss practical cases
 - Stress management Commitment
- 4) Vision setting and commitment for change
 - The Wheel of Life Activity: Observations on life area (career, finance, personal life etc.) and Changes that needs to be made (write down and share)
 - Visualizing our vision and commitment speech for change and passion
 - Summary: Summarize the training

Result/Benefit

Learn time management tools and apply it to task. Prioritizing tasks and improving productivity, Effective stress management and setting vision in work and life



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Lecturer: Dale Carnegie

Founded in 1912, Dale Carnegie Training has evolved from one man's belief in the power of self-improvement to a performance-based training company with offices worldwide. We focus on giving people in business the opportunity to sharpen their skills and improve their performance in order to build positive, steady, and profitable results. "How To Win Friends and Influence People" is well-known, best-seller book in the world. Headquartered in Hauppauge, New York, Dale Carnegie Training is represented in all 50 of the United States and over 90 countries.

More than 2700 trainers present Dale Carnegie Training programs in more than 30 languages. Dale Carnegie Training is dedicated to serving the business community worldwide. In fact, approximately 8 million people have completed Dale Carnegie Training. Dale Carnegie Training emphasizes practical principles and processes by designing programs that offer people the knowledge, skills and practices they need to add value to the business. Connecting proven solutions (Leadership, Teamwork, Sales, Presentation, Customer Service) with real-world challenges, Dale Carnegie Training is recognized internationally as the leader in bringing out the best in people.

Training Reference

WIKA, Bluebell Korea, Edwards Korea, Thyssenkruf Korea, Continental Automotive Korea, Audi Korea, Starbucks Korea, WeMakePrice, Swatch Group Korea, Hyundai Mobis., Shinhan Finance Group, Volvo Korea, Fendi Korea, GS Retail, Google Korea, Oracle Korea, KOTRA etc.

Participant's feedback of KGCCI – Dale Carnegie Seminar in 2018

"The training was very systematic and informative."

"Useful information which is easy to adapt in daily working lives"

Date and Venue

- Day & time: 11.22.2018 (Thursday), 10:00 - 18:00 (7hours, 12:00-13:00 lunch break)
- Location: Dale Carnegie Yeoksam, workshop place (Please refer to the map)
- Language: Korean
- Session fee: 500,000 KRW + 10% VAT

Please register until October 19th 2018 on our website: <http://korea.ahk.de/events/seminars/>

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