

| EVENT DETAILS       |                                                                                                                                              |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| EVENT TYPE          | CORPORATE TRAINING                                                                                                                           |
| TOPIC               | MASTERING TIME MANAGEMENT SKILLS                                                                                                             |
| DATE                | 2025-09-08 to 2025-09-08                                                                                                                     |
| MODE                | OFFLINE                                                                                                                                      |
| VENUE               | CONFERENCE HALL (TYNOR ORTHOTICS PVT LTD, PLOT NO.: 169-170.,JLPL INDUSTRIAL AREA, SECTOR 82,MOHALI)                                         |
| ORGANIZER NAME      | MR. NARINDER GARCHA AND TYNOR                                                                                                                |
| RESOURCE PERSON     | MR. NARINDER GARCHA, DEAN JCHITKARA COLLEGE OF SALES & MARKETING                                                                             |
| NO. OF PARTICIPANTS | 12                                                                                                                                           |
| SDG NO              | SDG 4: QUALITY EDUCATION, SDG 8: DECENT WORK AND ECONOMIC GROWTH, SDG 9: INDUSTRY, INNOVATION AND INFRASTRUCTURE                             |
| University Charter  | Let's <b>inculcate</b> team spirit and camaraderie among our students ,<br>Let's <b>empower</b> our students with great communication skills |

**OBJECTIVE:**

1. Enhance awareness of time wasters and productivity gaps in daily work routines.
2. Equip employees with proven tools for task prioritization and scheduling efficiency.
3. Build skills to set realistic deadlines and manage overlapping responsibilities.
4. Promote techniques to balance urgent vs. important tasks effectively.
5. Encourage a proactive mindset for consistent time optimization and goal achievement.

**DESCRIPTION:**

Chitkara College of Sales & Marketing conducted an insightful training for the employees of Tynor Orthotics Pvt Ltd. on Mastering Time Management Skills. The session turned into an engaging conversation about how we spend our time, what drains our energy and how a few mindful changes can make a big difference in both professional and personal life. The training helped the participants to discover just how much of their working hours were slipping away into emails, unscheduled conversations, and meetings without a clear purpose. As the training unfolded, participants were introduced to practical approaches like prioritizing tasks through the urgent–important framework, planning the day with focused time blocks, and learning the art of delegation. Instead of simply talking about these methods, the workshop wove them into activities and group challenges that made the learning real. By the end of the program, the atmosphere had shifted from curiosity to commitment. Every participant walked away with a personal action plan—small but powerful steps like reserving dedicated hours for focused work, ending meetings on time, or handing over tasks that could be better managed by others. The training proved to be a meaningful step in helping the Tynor team create space for what truly matter at work and beyond.

**OUTCOMES:**

1. Improved ability to prioritize tasks based on urgency and impact.
2. Reduced time wastage through structured daily planning strategies.
3. Increased personal productivity and goal-oriented performance at work.
4. Enhanced ability to manage stress caused by workload and deadlines.
5. Stronger discipline in maintaining work-life balance through time boundaries.



## Training Program Mastering Time Management Skills (08-09-2025)



Mr. Narinder Garcha with employees of Tynor (08-09-2025)



Tynor employees during the training program (08-09-2025)



Tynor employees participating in activity during the training program (08-09-2025)



Mr. Narinder Garcha interacting with the participants (08-09-2025)



Screenshots of the professional training program (08-09-2025)