

## **Time managing skills**

In the modern era of constant information and increasing possibilities it is a huge challenge to methodically manage your time. From the beginning of our academic studies and all the way into our professional career, we always face a battle with time. This seminar is addressed to all college students and your researchers, and as a goal has to enlighten with useful and easy practical advice on how to manage their limited time.

### **THE SEMINAR WILL COVER THE FOLLOWING TOPICS**

1. Time importance – video/discussion
2. Time management – what does it mean to me
3. StePhen Convey's model – Eisenhower's basic principles
4. Time waste – exercise
5. Time management techniques
6. Mistakes on time management

### **Short speaker description**



Annita Petrou owns an M.Ed in Educational Psychology, from the University of Manchester, and MSc in Occupational Psychology from the Manchester Business School. She is a Chartered Member of the British Psychological Society (CPsychol), member of the Health Professions Council as a Professional Psychologist in United Kingdom, and own the EuroPsy certificate from the European Federation of Psychologists.

She has a ten year long experience at the RCB Bank Ltd as a Manager, Human Recourse Business Partner having under her responsibilities the selection and evaluation of staff as well as matters of education and development. Previously in her career, she held positions such as Director of Training and Human Resources Coordinator at the Intercontinental Aphrodite Hills Resort Hotel, rapporteur in occupational psychology at the College of Tourism and Administration, as well as Human Resources Consultant at the Intercollege Consulting Unit (Limassol).

She is a certified educator as well as an evaluator of the Human Resources Development Authority in matters of educators as well as education centers. She is also an external collaborator/educator for the Cyprus Productivity Center and conducts training programs on a regular basis, presenting matters that are related to the human resource development, the training of unemployed individuals as well as the development of personal skills. Additionally, she collaborates with the Cyprus Mediterranean Institute as a lecturer in postgraduate diplomas in personal development.

She teaches at the CIM and other smaller academic institutions subjects related with Strategic Human Resource Management, Business Organization, Work Behaviors, Personal skills development, Leadership, Work Psychology and Psychology. She works with an array of organizations and educational institutes such as ONEK, CIIM, European University – Career Expo, Human Resource Association, Cyprus University of Technology, Paphos Social Insurance, KESEA, for participation in workshops, and conferences as a speaker or panel member to present topics to students, unemployed individuals, and professionals.