Postgraduate Certificate
Time Management

tech technological university

Postgraduate Certificate
Time Management

- » Modality: **online**
- » Duration: **6 weeks**
- » Certificate: **TECH Technological University**
- » Dedication: **16h/week**
- » Schedule: **at your own pace**
- » Exams: **online**

Website: **www.techtitute.com/pk/journalism-communication/postgraduate-certificate/time-management**

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01
Introduction

Communication professionals currently carry out their functions at a frantic pace, due to the very rapid pace of information flowing over the Internet. Likewise, the convergence of media has led to a mastery of multiple tasks, which require an excellent organization to meet delivery deadlines and all with excellent results. A task that would not be satisfactorily achieved without adequate Time Management. For this reason, this educational institution has created this program taught 100% online, where students can acquire learning that allows them to enhance their management skills, correctly plan the schedule of their projects and use the latest existing digital technologies for this end. In addition, the graduate has multimedia resources that can be accessed at any time from an electronic device with an Internet connection.

Thanks to this Postgraduate Certificate you will master the main technological tools that will allow you to be more efficient in Time Management of your journalistic work"

One of the pillars of productivity is the proper management of the time available to carry out any project or job. Therefore, starting from the basis of a correct planning will be essential to be able to achieve any objective that you have. For Communication professionals, time management is essential, since they carry out their work in a world that demands more and more immediate information. A rhythm, which can also change the established organization quickly due to an unexpected fact or event and that requires to be informed almost instantly, such as a fire or a plane crash.

The journalist must, therefore, not only transmit rigorously, but also know how to adapt to possible changes in their daily tasks in the face of unforeseen news. In this scenario, coordination with other people in the team, speed and effectiveness in the organization are key to carrying out optimal work. Reaching this goal will be much easier thanks to the knowledge that the graduate will acquire through this diploma designed by TECH.

A program, where students have the most innovative pedagogical tools to be able to delve into the skills that any manager must have to coordinate projects and their staff, the different techniques to be able to execute the tasks correctly, as well as the existing digital tools. and designed for this purpose.

A Postgraduate Certificate created in an exclusively online format, without classes with fixed schedules and where students can distribute the study load according to their needs. An excellent opportunity for the communicator who seeks to progress in his professional career through a university program, compatible with his work and/or personal responsibilities that gives the student the ease of being able to study comfortably, wherever and whenever he wants.

This **Postgraduate Certificate in Time Managament** contains the most complete and up-to-date program on the market. The most important features include:

- The examination of case studies presented by experts in creative business management
- The graphic, schematic and practical contents of the book provide technical and practical information on those disciplines that are essential for professional practice
- Practical exercises where self-assessment can be used to improve learning
- Its special emphasis on innovative methodologies
- Theoretical lessons, questions for the expert, debate forums on controversial topics, and individual reflection assignments
- Content that is accessible from any fixed or portable device with an Internet connection

With this Postgraduate Certificate you will be able to progress in your professional career, working effectively, adjusting to deadlines and without stress"

Enroll now in a 100% online university degree, without classes with fixed schedules and that allows you to distribute the study load accordingly to your needs"

This program will lead you to obtain an efficient organization of the time you have for the delivery of any report or interview.

Delve when you want in process efficiency and continuous improvement thanks to proper Time Management.

Includes a team of professionals from the field in its teaching staff who bring the experience of their work to this program, in addition to recognized specialists from prestigious reference societies and universities.

Its multimedia content, developed with the latest educational technology, will allow professionals to learn in a contextual and situated learning environment, i.e., a simulated environment that will provide immersive education programmed to prepare in real situations.

The design of this program focuses on Problem-Based Learning, by means of which the professional must try to solve different professional practice situations that are presented throughout the academic course. This will be done with the help of an innovative system of interactive videos made by renowned experts.

02
Objectives

Whether you hold a management position or work as a writer, this Postgraduate Certificate will provide you with the necessary knowledge to be able to manage time in your workplace efficiently. To do this, students have access to the most innovative multimedia resources 24 hours a day, which will allow them to develop skills and competencies to effectively manage the Communication department or use the latest technologies to control the processes of any information project.

You have video summaries, videos in detail and case studies at your disposal so that you can comfortably advance in the most effective techniques on Time Management"

General Objectives

- Master Time Management processes to achieve continuous improvement of operations
- Know all the techniques and technological tools available for team management and improve effectiveness
- Acquire the necessary knowledge to adequately manage change
- Effectively set timing projects

A unique, key, and decisive educational experience to boost your professional development and make the definitive leap"
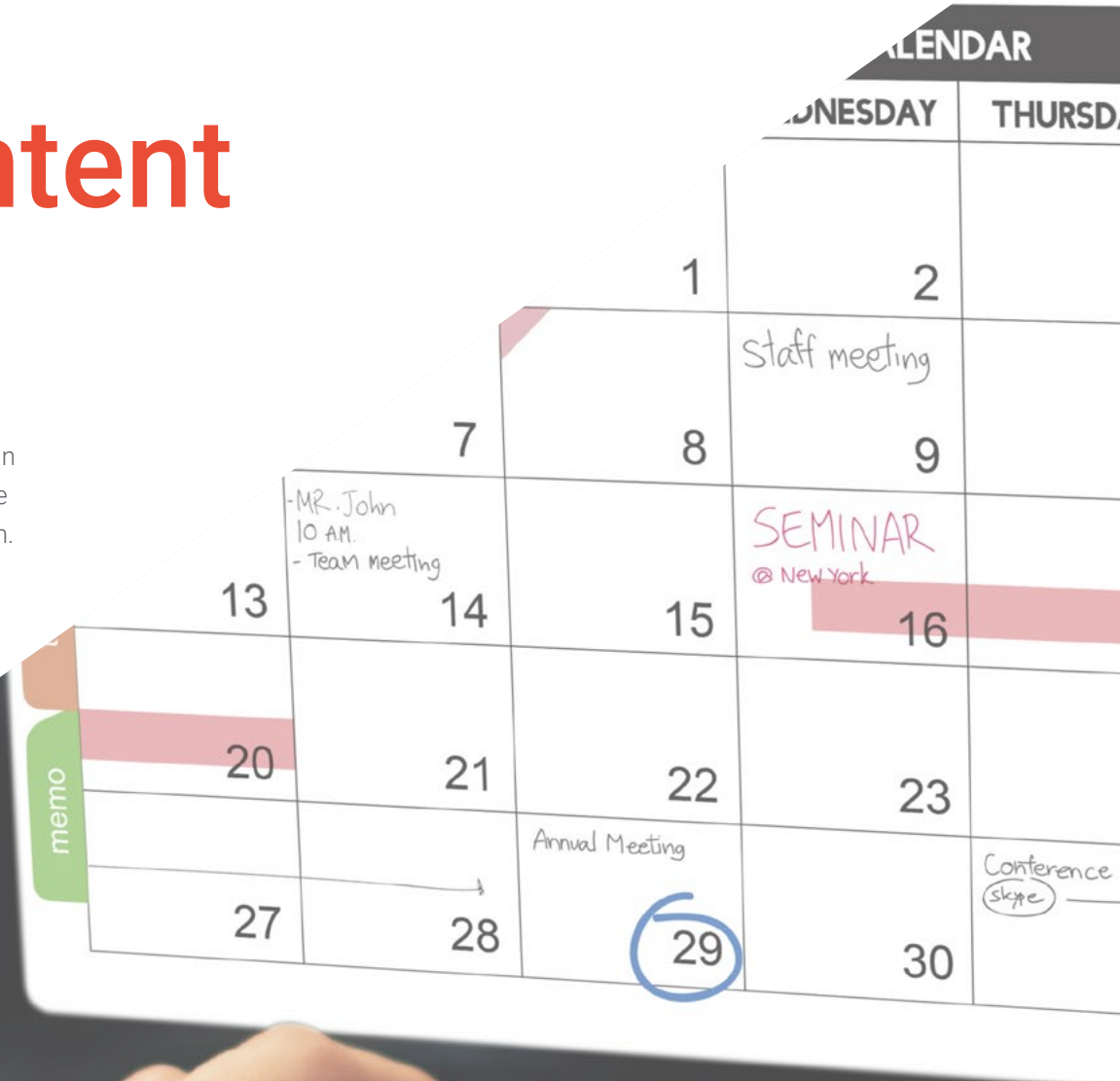
Specific Objectives

- Apply the creative processes to the field to corporate communication
- Implement rigorous metrics that show a return on the strategic management of intangible assets, both with consolidated non-financial indicators and with direct impact on the business
- Identify the audiences of media communication. Efficiently manage all aspects of the communication department of any organization

03
Structure and Content

The study plan of this Postgraduate Certificate has been prepared in order to offer the Communication professional the most precise and practical knowledge about Time Management. To do this, it has video summaries of each topic, essential readings and case studies that will allow you to delve into management skills, the most appropriate way to carry out the timing of projects and the latest technology used for this purpose. In addition, the Relearning System, based on the repetition of content, students will be able to advance, in a more natural and progressive way, through the cotnents of this program.

With this university program, you will achieve the management skills necessary to properly manage projects"

Module 1. Managerial Skills

1.1. Public Speaking and Spokesperson Education
    1.1.1. Interpersonal Communication
    1.1.2. Communication Skills and Influence
    1.1.3. Communication Barriers
1.2. Communication and Leadership
    1.2.1. Leadership and Leadership Styles
    1.2.2. Motivation
    1.2.3. Skills and Abilities of the Leader 2.0
1.3. Personal Branding
    1.3.1. Strategies for Personal Brand Development
    1.3.2. Personal Branding Laws
    1.3.3. Tools for Creating Personal Brands
1.4. Team Management
    1.4.1. Work Teams and Management Meetings
    1.4.2. Managing Change Processes
    1.4.3. Managing Multicultural Teams
    1.4.4. Coaching
1.5. Negotiation and Conflict Resolution
    1.5.1. Effective Negotiation Techniques
    1.5.2. Interpersonal Conflicts
    1.5.3. Intercultural Negotiation
1.6. Emotional Intelligence
    1.6.1. Emotional Intelligence and Communication
    1.6.2. Assertiveness, Empathy, and Active Listening
    1.6.3. Self-Esteem and Emotional Language

A 100% online program that will update you on the great technological trends to control the times in any Communication project"

04
Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.**

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.

Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"

Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

"

At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world"

You will have access to a learning system based on repetition, with natural and progressive teaching throughout the entire syllabus.

The student will learn, through collaborative activities and real cases, how to solve complex situations in real business environments.

A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch, which presents the most demanding challenges and decisions in this field, both nationally and internationally. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and professional reality is taken into account.

❝

Our program prepares you to face new challenges in uncertain environments and achieve success in your career"

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They will have to combine all their knowledge and research, and argue and defend their ideas and decisions.

Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines 8 different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

In 2019, we obtained the best learning results of all online universities in the world.

At TECH, you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our university is the only one in the world authorized to employ this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.

01 learning from evidence

02 relearning from evidence

03 testing

04 learning from an expert

05 neurocognitive context dependent learning

06 Von-Restorff effect

07 case based learning through storytelling

08 competencies testing (retesting)

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically. This methodology has trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, and financial markets and instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.

This program offers the best educational material, prepared with professionals in mind:

Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.

Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.

Practising Skills and Abilities

They will carry out activities to develop specific skills and abilities in each subject area. Exercises and activities to acquire and develop the skills and abilities that a specialist needs to develop in the context of the globalization that we are experiencing.

Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.

30%

10%

8%

20%

25%

4%

3%

Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best specialists in the world.

Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".

Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.

05
Certificate

The Postgraduate Certificate in Time Management guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Technological University.

Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork"

This **Postgraduate Certificate in Time Management** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Certificate** issued by **TECH Technological University** via tracked delivery*.

The certificate issued by **TECH Technological University** will reflect the qualification obtained in the Postgraduate Certificate, and meets the requirements commonly demanded by labor exchanges, competitive examinations and professional from career evaluation committees.

Title: **Postgraduate Certificate in Time Management**

Official Nº of Hours: **150 h.**

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Awards the following

CERTIFICATE

to

Mr./Ms. _____, with identification number _____.
For having passed and accredited the following program

POSTGRADUATE CERTIFICATE

in

Time Management

This is a qualification awarded by this University, equivalent to 150 hours, with a start date of dd/mm/yyyy and an end date of dd/mm/yyyy.

TECH is a Private Institution of Higher Education recognized by the Ministry of Public Education as of June 28, 2018.

June 17, 2020

Tere Guevara Navarro
Dean

Unique TECH Code: AFWORD23S   techtitute.com/certificates

*Apostille Convention. In the event that the student wishes to have their paper certificate issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.

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