

MADHA DENTAL COLLEGE AND HOSPITAL

Affiliated to the Tamil Nadu Dr.MGR University

Department of Prosthodontics and crown & bridge cordially invites you to Value Added Course on

“Effective time management”

Venue: Madha dental college

Date: 25/11/2023, 02/12/2023 and 03/12/2023

Time : 9.00 am to 3.45 pm

**FREE
REGISTRATION**

PATRONS



**LION Dr.S.PETER
CHAIRMAN**



**MRS.MERCY FLORENCE
PETER VICE-CHAIRPERSON**



**MR.AJAY RAVINDRA
KUMAR DIRECTOR**



**Dr.M.C.SAINATH
DEAN**



**Dr.BAGAVAD GITA
PRINCIPAL**



**Dr.SHARMILA HUSSAIN
HEAD OF THE DEPARTMENT**



08.30 am to 9.00 am

INAUGURATION

09.00 am to 10.30 am

SESSION 1

**Dr.Sharmila
hussain**

**Introduction to
Time management**

10.30 am to 11.00 am

TEA BREAK

11.00 am to 12.15 pm

SESSION 2

**Dr.Shamila
hussain**

Prioritisation of goals

12.15 pm to 1.15 pm

SESSION 3

**Dr.Sharmila
hussain**

**How to avoid
Procrastination**

01.15 pm to 2.15 pm


LUNCH BREAK


2.15 pm to 3.45 pm

SESSION 4

**Dr.Sharmila
hussain**

**How to Complete
work on time**





09.00 am to 10.30 am

SESSION 1

**Dr.Siva Prakash
Dhanaraj**

**Introduction to
Daily routines and Time management**

10.30 am to 11.00 am

TEA BREAK

11.00 am to 12.15 pm

SESSION 2

**Dr.Siva Prakash
Dhanaraj**

**Planning short breakes
between work**

12.15 pm to 1.15 pm

SESSION 3

**Dr.Siva Prakash
Dhanaraj**

Reduce distraction

01.15 pm to 2.15 pm


LUNCH BREAK


2.15 pm to 3.45 pm

SESSION 4

**Dr.Siva Prakash
Dhanaraj**

How to find your work pace





09.00 am to 10.30 am

SESSION 1

Dr .Vikram

**How to Plan a
schedule**

10.30 am to 11.00 am

TEA BREAK

11.00 am to 12.15 pm

SESSION 2

Dr.Vikram

**Avoid working in weekends
and leave**

12.15 pm to 1.15 pm

SESSION 3

Dr .Vikram

Learn to say no

01.15 pm to 2.15 pm

LUNCH BREAK

2.15 pm to 2.45 pm

Vote of Thanks

Dr .Vikram

2.45pm to 3.45 pm

TEST

ORGANIZING COMMITTEE

**Dr.Ramesh Kaarthick
Reader**

**Dr.Arun Sarfoji
Senior Lecturer**

**Dr.Kayathri
Senior Lecturer**

**Dr.Suganthi
Senior Lecturer**

