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REPORT
ON
Training on “Vision in Career I & II”
(Communication and Softskills)

Date: 01.01.2025&2.01.2025	Venue: Seminar Hall Conducted By : Center For Career Development Resource Person: Dr.J.Krithika
Overview: As part of the Employability Skills program for MBA 2nd semester students (Batch 2024–26), a special session on Time Management was conducted by Dr. J. Krithika . The session emphasized the importance of effective time utilization as a crucial employability skill. Students were introduced to various strategies to prioritize tasks, overcome procrastination, and balance academic, personal, and professional commitments.	
Objectives : • To highlight the significance of time management in academic and corporate success. • To introduce students to techniques for planning, prioritizing, and scheduling tasks. • To provide strategies for reducing procrastination and distractions. • To encourage self-discipline and productivity through structured routines. • To align time management practices with long-term career goals.	
Agenda/Flow of the Event • Introduction: Importance of managing time as a professional competency. • Techniques: Tools such as Eisenhower Matrix, Pareto Principle (80/20 Rule), and Pomodoro Technique. • Interactive Exercise: Students assessed their current time usage and identified areas of improvement. • Practical Tips: Balancing academics, internships, and personal life. • Closing: Q&A and reflection on applying techniques in daily routines.	
Learning Highlights: • • Practical strategies for improving efficiency and productivity. • Awareness of common time-wasters and methods to overcome them.	

- Techniques for **goal setting and task prioritization**.
- Importance of maintaining a balance between academic, professional, and personal spheres.

Take away of the session :

The session provided students with **practical frameworks for effective time management**, enhancing their ability to meet deadlines and manage multiple responsibilities. Students realized the role of time discipline in personal and professional growth and expressed motivation to adopt these techniques in their daily lives.

Photo:



Sd/-



Dr.Purushottam Bung
Professor & Director RVIM