



The Institute of Certified Public Accountants of Cyprus (ICPAC)

Agenda for Seminar “The fundamentals of Time Management”

Time / Duration	Session
08:30 – 09:00	<ul style="list-style-type: none"> • Registrations
9:00 – 9:30	<p>Welcome to the programme</p> <ul style="list-style-type: none"> • Outline of the programme and key learning objectives • Introductions by instructors and participants • Icebreaker: Get to know each other better • What’s your ideal “Time Management”?
9:30 – 10:00	<p>Defining and Understanding Time Management</p> <ul style="list-style-type: none"> • Facts about time • Definition of time management • Impact of not managing time • Productivity and goal setting
10:00 – 10:45	<p>Establishing priorities</p> <ul style="list-style-type: none"> • Reflective exercise • The Eisenhower matrix
10:45 – 11:00	<p>Coffee Break</p>
11:00 – 11:30	<p>Schedule your time</p> <ul style="list-style-type: none"> • The jar of life concept • Key tips to schedule your time
11:30 – 12:30	<p>Focus your attention</p> <ul style="list-style-type: none"> • Efficiency vs Effectiveness • Time management techniques on being more focused • Dealing with time wasters • Tips from busy to focused
12:30 – 13:00	<p>Closing</p> <ul style="list-style-type: none"> • Wrap up key learning points • Course evaluation



Duration of Day: **4 hours** (breaks included) corresponding to **3,5 CPDs**.

Instructor: Marilena Shakalli Maroudia | Client Learning Lead, PwC's Academy

Marilena is Client Learning Lead at PwC's Academy Cyprus and part of the team for the past 12 years. She holds a BSc in Management Sciences from the London School of Economics (LSE). She is a Fellow Chartered Accountant, a member of the Institute of Chartered Accountants in England and Wales (ICAEW) as well as the Institute of Public Certified Accountants of Cyprus (ICPAC). She is an experienced trainer, approved by the Cyprus Human Resource Development Authority (Cy-HRDA), specialising in Business Skills as well as Financial Accounting and Reporting. Marilena is also an accredited Coach and Mentor under the European Mentoring and Coaching Council (EMCC), mainly involved in Leadership and Skills coaching. She is currently one of the coaches at PwC and a nominated mentor on ICPAC's Mentors programme.

Marilena was living and working in London for 8 years where, after qualifying as a Chartered Accountant, she made a kick start to her career as a trainer with Kaplan Inc. With over 20 years of training experience, she is involved in high level training for professional accountancy exams (ICAEW and ACCA), as well as delivery of technical and business skills seminars for clients, in Cyprus, overseas and online. Examples of seminars she delivers include "Coaching skills", "Performance Management and Development", "Presenting with impact", "Effective communication", "Negotiation skills", "Time Management", "Train the trainer", "Collaboration skills", "Accounting for non-accountants" etc. She delivered seminars around the globe including Greece, Germany, The Netherlands, Mauritius, Bulgaria, Oman, Qatar and Dubai. Being exposed to so many different countries and diverse surroundings, she can bring a multicultural perspective both to her training and coaching sets, helping clients see things through different lenses. In recent years, she has been working closely with the Master Coach and Coach Supervisor Dr Lise Lewis on the Bluesky International/PwC's Academy Coaching Accreditation programme, both as a facilitator as well as a reviewer for delegates' work, leading to accreditation at the Practitioner level. Marilena has recently completed the Diploma in Coach|Mentor Supervision and is pursuing her official Supervision Accreditation. She works closely with a diverse group of experienced coaches/supervisors for this new challenge including Médecins Sans Frontières (MSF).