

# Erasmus+ BIP course: “Time Management and Productivity”



## Objectives of the Erasmus+ Blended Intensive Programme (BIP)

This BIP will equip students with essential time management skills, enabling them to work more efficiently, enhance their productivity, and improve their career readiness in a competitive international job market.

<b>Venue</b>	Alberta College, Latvia, Riga
<b>Timeframe</b>	Physical component: <b>6 – 10 October 2025</b> Virtual component: <b>22 September 2025</b>
<b>Number of ECTS</b>	3 ECTS
<b>Learning outcomes of the BIP</b>	Upon completion of the module students will be able to: <ul style="list-style-type: none"><li>● set SMART goals in academic, work and everyday life;</li><li>● strategically plan the main steps to achieve the set goal;</li><li>● effectively identify and prioritise tasks to enhance productivity;</li><li>● select the most effective work organisation strategy to maximise output with minimal effort.</li></ul>
<b>Profile of BIP participants</b>	Undergraduate students from various academic disciplines who seek to improve their time management skills and enhance their employability.
<b>Application process</b>	<ul style="list-style-type: none"><li>● BIP student candidates must apply for an Erasmus+ KA131 BIP grant for short-term mobility at their home institution (please contact the International Relations Office of your University)</li><li>● The home institution nominates their candidate(s)</li><li>● Nominations are to be emailed to <a href="mailto:erasmus@alberta-koledza.lv">erasmus@alberta-koledza.lv</a></li></ul>

## Lecturer's background



The programme will be **led by Inese Rutka** - certified coach and an experienced higher education quality expert, providing students with hands-on strategies and real-world applications of time management and goal-setting.

- Certified Coach in Time Planning and Productivity
- Senior Expert in higher education quality at Latvian Quality Agency for Higher Education (AIKA)
- Director of the study programme “Event Production” at Alberta College
- Freelance Translator and Editor

Alberta College will provide the course itself, the materials needed and cultural activities.