

GLOBAL EXPERTS INSTITUTE FOR TRAINING.
ISO 9001-2008 TRAINING PROVISION CERTIFIED

ENHANCE KEY SKILLS FOR EFFECTIVE MANAGEMENT OF TIME AND WORK

Schedule Dates:

Start Date	End Date	Place
15 July	19 July 2024	Ramada Plaza By Wyndham Istanbul City Center

Program Introduction:

Effective time management and work planning are essential skills for any professional aiming to achieve success and productivity in their career. In today's fast-paced work environment, the ability to manage time efficiently and plan work effectively can significantly enhance performance, reduce stress, and improve work-life balance. This training course is designed to equip participants with the tools and techniques necessary to optimize their time management and work planning capabilities, enabling them to meet their goals and deadlines more efficiently.

Program Objective:

- ✓ Understand the principles of effective time management and work planning.
- ✓ Identify and overcome common time management challenges.
- ✓ Develop practical skills for prioritizing tasks and managing workload.
- ✓ Learn how to set achievable goals and create actionable plans.
- ✓ Enhance decision-making skills in time management and planning.
- ✓ Improve personal productivity and efficiency.
- ✓ Reduce stress through better time management strategies.
- ✓ Foster a proactive approach to managing time and work.
- ✓ Integrate time management tools and techniques into daily routines.
- ✓ Create a balanced and effective work-life schedule.

Who should attend?

- Managers and supervisors looking to enhance their time management skills.
- Team leaders responsible for planning and delegating tasks.
- Professionals seeking to improve their productivity and efficiency.
- Project managers who need to ensure timely project completion.
- Administrative staff who manage multiple tasks and deadlines.

- Employees aiming to reduce work-related stress and improve performance.
- Entrepreneurs and business owners managing their time and resources.
- Human resource professionals responsible for staff development.
- Individuals interested in personal development and time management.
- Anyone looking to achieve a better work-life balance.

Program Outlines

Day One

- Introduction to Time Management
- Assessing Current Time Management Practices
- Setting SMART Goals
- Prioritization Techniques

Day Two

- Effective Scheduling
- Task Management Tools and Techniques
- Overcoming Procrastination
- Delegation Skills

Day Three

- Managing Interruptions and Distractions
- Time Management for Meetings
- Stress Management
- Work-Life Balance

Day Four

- Effective Decision Making
- Improving Concentration and Focus
- Time Management for Remote Work
- Project Planning and Time Management

Day Five

- Continuous Improvement in Time Management
- Leveraging Technology for Time Management
- Personal Development and Time Management
- Creating a Personal Time Management Plan

Training Methodology:

- Slide presentations
- Interactive discussion
- Simulations and Gamification
- Online Video material

Cost Quotation in Kuwaiti Dinars

The total cost includes:

- 🌐 Instructor(s) expenses
- 🌐 Training materials
- 🌐 Certification

Total Cost: 1350 KD per Participant

(One Thousand Three Hundred Fifty Kuwaiti Dinar)