



Time Management (3 Days.)

Aim: Learn how to manage time effectively.

Introduction:

In today's world of administrative complexities it is vital to possess excellent time management abilities to work better.

Workshop Aims:

This course will lead you through an analysis of your time management problems and present to you principles and techniques you can use to become master of your time rather than a slave to it.

Workshop Content

- Understand core principle and practices of Project Management.
- Introduction to Time Management Concepts.
- Analyzing how you Use your Time.
- How to Make Full Use of your Time.
- How to Plan Effectively.
- Analyzing your Job Priorities.
- Organizing your office.
- Filtering Information.
- Dealing with Interruptions.
- How to Cope with Common Time Wasters.
- Time Management on the Telephone.
- Using Technology effectively.
- Time Management in Meetings.
- How and What to Delegate Effectively.
- Managing Managers and Colleagues.
- Constantly Checking on your Investment in Time Management.
- Developing your Personal Action Plan.

How You Will Benefit

- This seminar provides interpretation of the new standard
- It could be tailored to a particular needs of your organization
- This course is unique and never been delivered by any private organization in the region.
- The course is available in English and Arabic Languages for ease of understanding.

Designed for

