Shahzad Training & Consulting International
شاهزاد ترينج أند كونسلتنج انترنيشنل

Mastering Time & Productivity

Personal Effectiveness Enhancement Series

Client's Views:

"I informed my boss that I really enjoyed the training course over the last two days, and I think that it should be taught to new hires after they finish their probationary period as the knowledge and tools are very useful. I think you did an excellent job and it really did open my eyes and make me question some of the things I do that waste time and how I can work on improving."

Training Uniqueness:

- Focus on practical application of theory with real life examples from global companies
- Examples from various industries – FMCG, Oil & Gas, Pharmaceutical, Services, Food Services, Retails, etc.
- Experience sharing from different parts of the world
- Practical handouts/ worksheets for immediate application and use
- Case Studies during the trainings
- Post training assessment

Shahzad Training & Consulting International (STCI)

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for nomination and payment details

Language: English

Methods of Delivery:

This training is available for delivery using following methods:

- **Instructor Lead Classroom** Session: 2 Days Duration
- **Virtual Classroom Session**: 3 Sessions of 4 Hours each
- **Self-Paced On-Line Learning Management System**: Recommended in 4 Sessions of 4 Hours each

Target Audience: All Managers & Staff

It is imperative for being successful at work and in your personal life to be able to manage your time! It requires understanding of what you should be doing and at what time. It is simply about *"Doing the right things right the first time".* Furthermore, Due to the current circumstances, we are now living in a virtual world. Hence, managing your time in this new reality (which is virtual), requires us to adopt new ways.

Training Course Introduction:

You can only be successful at work and in your personal life if you are effective and efficient- both and not one or the other! Specifically, you succeed by

- Knowing your goals,
- Selecting your goals,
- Prioritizing your goals,
- Planning to deliver the goals,
- Eliminating time wasting activities,
- Making use of technology, and
- Delegating effectively

This is an extremely practical training which will help you learn and immediately put in use techniques that will eliminate non value added activities in this new virtual environment.

Training Objectives:

- To define time management
- To define how to be e-effective in the virtual world
- To define how to be e-efficient in the virtual world
- To provide techniques to be e-efficient in the virtual world

Training Content:

Introduction
Definitions
- ABC (Pareto or 80/20) Analysis
- Success Factors
- Effectiveness & Efficiency
- Stress

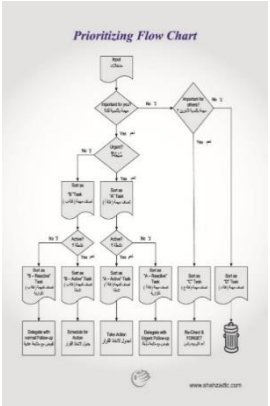
Effectiveness
- Goal Setting
- Formulating Strategy
- Prioritizing

Efficiency
- Setting Weekly Priorities
- Dealing with Inputs
- Delegating
- Self-Discipline
- Communication

Test

Practical Aspects:

- Time Wasters Activity extended to **Gap Analysis to eliminate**
- Making weekly priority sheets; Using urgency/ importance model
- Use of Outlook/Lotus Notes for Priority Setting and Scheduling
- Use of e-Suspense Folders
- Use of electronic tools such as communication, file sharing etc.



Tools Provided:

- Weekly priority sheets in three different formats to suit individuals
- Formats for making SWOT and TOWS analysis
- Format for Urgency and Importance models
- Extremely Effective Formats for e-Meeting Agenda and Minutes
- Suspense Folder

Training Methodology:

This training includes presentations, demonstrations, videos and exercises.

Trainer

This training is conducted by **Ahsan S. Razzaq**. His profile is attached and also available here.