Shahzad Training & Consulting International
شاهزاد ترينينج آند كونسلتنج انترنيشنل

Mastering Time & Productivity Management

Personal Development Training Series

Client's Views

Thank you for your kind e-mail. All my colleagues were impressed by the training courses and they look for more." **General Manager, Middle East Agriculture Co., Riyadh, Saudi Arabia**

Please email to *atyourservice@shahzadtc.com* for nomination and payment details

Shahzad Training & Consulting International (STCI)

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Language: English

Duration: 1 ½ - 1 ¾ Days

Target Audience: All Managers and staff

This training features…
SmartPlanner© - Your source of productivity! A tool that ensures time management through a unique process of prioritization of tasks.

It is imperative for being successful at work and in your personal life, to be able to manage your time and reduce stress! 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"*.

Essentials for Successful Time & Stress Management
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

1. Knowing your goals,
2. Selecting your goals,
3. Prioritizing your goals,
4. Planning to deliver the goals,
5. Eliminating time wasting activities,
6. Making use of technology, and
7. Delegating effectively
8. Understanding stress, its causes and cures

Mastering Time & Productivity Management ***is an extremely practical training which will help you learn and immediately put in use techniques that will eliminate non value added activities and make you more productive through prioritization.***

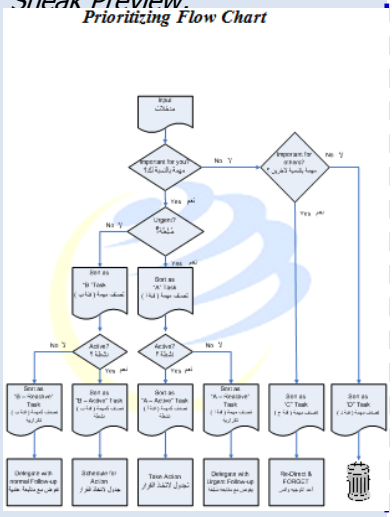
Training Objectives:

- To define time management
- To define how to be effective
- To define how to be efficient
- To provide techniques to be efficient
- To identify stress causing elements
- To learn techniques to reduce stress

Practical Aspects:

- Time Wasters Activity extended to **Gap Analysis** to eliminate.
- How OGSMs are made and priorities are set using STRAPs?
- Making weekly priority sheets; Using urgency/ importance model
- Use of Outlook/Lotus Notes for Priority Setting and Scheduling
- Suspense Use
- Stress management exercises

Sneak Preview:



Tools Provided:

- SmartPlanner©: A productivity tool
- Weekly priority sheets in three different format to suit individuals
- Formats for making SWOT and TOWS analysis
- Format for Urgency and Importance models
- Extremely Effective Formats for Meeting Agenda and Minutes
- Suspense Folder

Trainer

Ahsan S. Razzaq, Managing Director STCI, possess over 23 years of work experience in Supply Chain Management from companies like Procter & Gamble, Henkel, and Olayan Group in Pakistan and GCC. During his tenure at Olayan Group, his responsibilities included providing supply chain operational excellence support, centrally purchasing commonly purchased non-productive items, dealing with key customers for FMCG sectors and supporting implementation of Quality, Health & Safety and Environment (QHSE) management systems for all Olayan group operating companies. Prior to joining Olayan, Ahsan held the following positions of Planning & Purchasing Director, Riyadh, Saudi Arabia, for Henkel Saudi Arabia, and several supply chain position with Procter & Gamble (P&G) in Pakistan and Saudi Arabia. Ahsan studied Mechanical Engineering at Kansas State University, Kansas, USA and completed his Bachelor's Degree in 1992 and Master's degree in 1993. Ahsan is also certified auditor for Quality Management System (ISO 9001), Occupational Health & Safety Management System (ISO 18001) and Environmental Management System (ISO 14001).