

Time Management & Priorities Setting

30 hours

International Certificate from UK

Would you
like to run this
course
in-house?

Contact us: **+973 17877999**

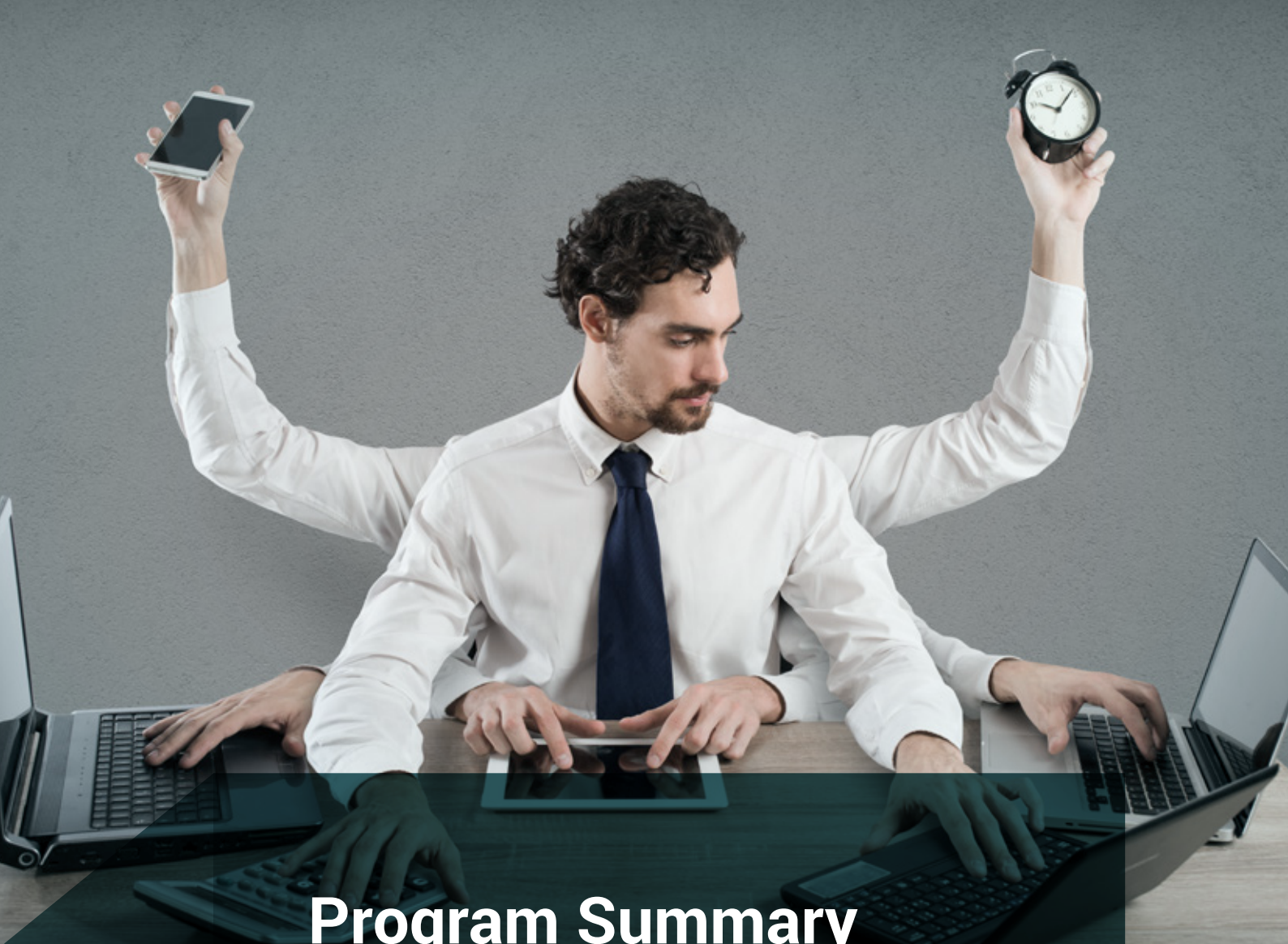
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Program Summary

Getting organized for peak performance is an ideal training course to add to your training repertoire because you'll be asked for it by people who have too many things to do and not enough time to get them done. This courseware program reflects the concept that time is money, and we are trying to accomplish plenty but constantly working with disorganization and disruption. Participants will develop skills on how to organize themselves and their workspace for peak efficiency; learn the value and how to set and achieve goals; identify what's important and create action plans to get things done; and, learn what and how to delegate properly.



Program objectives

The aim of this program is to develop and improve the participant knowledge and skills of planning, organizing and managing time effectively through proper methods and techniques

Expected Outcomes

At the completion of this program it is expected that participants will be able to acquaint the following skills:

- Conceive the importance and principle of time management
- Implement proper procedures and techniques of effective time management
- Face the problems and obstacles affecting the working hours utilization
- Effectively and efficiently manage time investment
- Improve and increase the performance level of productivity
- Properly schedule and commit work target and deadline



Course Criteria

- Trainee must be 18 years old or above.
- Basic English qualification is a must.
- Trainee must complete minimum of 80% attendance in order to be eligible to acquire this certificate.
- Successful completion of the course assessment

Lesson modules:

- Define the concept and importance of time management
- Identify the advantages of time management and organizing
- Define the elements of time management and organizing
- Self management and development to control tasks and activities
- Optimal methods and techniques of time management
- How to improve the methods and tools of time management and organizing
- The effective elements of time management
- The pillars of time management planning and organizing
- Deterring objective work scheduling
- The art of proprieties and assignment management
- How to get rid of time wasting
- How to overcome the procrastination of work achievement

Who should attend ?

This program is targeted to the following categories:

- Section chief and supervisor interested to improve the workefficiency and effectiveness
- Administrators and specialists seeking to enhance their skills of field of time management and investment
- Technician and tradesmen need to acquaint the skills of time management
- Others categories need to improve their skills of time management