



PRODUCTIVITY & Work Quality

Course Introduction:

This program is designed to provide Professionals with a comprehensive overview of tools and techniques for improving personal productivity in the workplace. It will sharpen your skills and thereby lead you to higher levels of competency. In this program you will learn how to:

- Manage yourself with greater interpersonal sensitivity
- Handle your workload in a more efficient manner
- Manage your work relationships more productively
- Deal effectively with problems and challenges

Course Objectives:

By the end of the program, participants will be able to:

- Enhance their productivity at work and outside by understanding the various contributors and inhibitors of a productive lifestyle.
- Manage their daily stress by learning how to control work-induced adrenalin and its effects on productivity
- Improve their effectiveness at the workplace by learning the main foods and fuels for workplace productivity
- Summon the energy they need every day to deal with the hectic demands of busy routines and demanding situations
- Make better decisions by learning how to enhance their retention of important information while minimizing their dependence on various aide-memoires.

Who Should Attend?

This program is ideal for anyone who works in environments which are mentally and physically demanding, where the pace of work is relentless and the job and life demands are ever increasing. The program is also suitable for people who wish to improve their work-life balance by adopting healthier work habits and lifestyles.

Course Outline:

Productivity in the Workplace

- Personal Peaks: Lessons from the Japanese
- Planning: From Yearly to Daily Planners
- The Importance of Discipline, Routine and To-Do-Lists
- Creating a Contagiously Productive Environment

Adrenalin Intelligence

- Adrenalin and Emotional Intelligence: The Theory and the Medical Facts

- Adrenalin: A Bane or a Boon
- The Adrenalin Buzz and Adrenalin Addiction
- Harnessing the Power of Adrenalin

The Business Diet

- Food for Emotional Intelligence
- Energy Sapping Food Habits
- What to Eat on a Working Day
- Detox: Myths and Tips

Sleep and its Impact on Productivity

- Myths about Sleep
- The Body's 3 Main Clocks
- Suprachiasmatic Nucleus (SCN), Master Clock and Circadian (Biological) Rhythm

Memory Enhancement

- Dementia: Definition and Facts
- Memory Enhancing Diets
- Boosting Your Memory: Tips and Techniques

The Exercise-Productivity Relationship

- Myths about Exercise
- What Doctors Don't Tell You
- Your Heart in Numbers
- Exercise: Facts and Figures

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant’s manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00  10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session