



Course Introduction:

The overall aim of this course is to provide participants with the competencies required to help them use their time efficiently and effectively. Participants on this interactive course will explore the importance of using time management skills and stress control techniques to improve their positive impact at the professional and social levels.

Course Objectives:

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

- Define time and its components.
- Identify and manage time wasters.
- Set goals and objectives and prioritize accordingly.
- Use of MS-Outlook and new technologies to effectively manage time.
- Apply one or more of the 7 habits of highly effective people.
- Define what stress is, how it is caused and how the body responds to stress.
- Discuss what happens when stress is out of control.
- Analyze the causes of stress accurately and plan to control them.
- Suggest various ways and techniques to lower stress levels.

Who Should Attend?

All managers and supervisors who wish to improve their management of time, and those whose effective use of time is a critical factor affecting performance.

Course Outline:

Definition of Time Management

- Value of Time as a Resource
- Myths about Time Management

Identifying and Managing Time Wasters

- Self-Imposed Time Wasters
- System-Imposed Time Wasters
- Managing Time Wasters: Planning, Organizing, Staffing, Directing, Controlling, Communication and Decision-Making
- Eliminating Bad Habits
- The Attitude Pyramid

Setting Goals and Priorities

- Difference between a Goal and an Objective
- Setting Goals Effectively

- Developing the Habit of a To Do List
- The Self-Management Matrix
- Setting Priorities

Using MS-Outlook and New Technologies in Managing Time

- MS-Outlook (Calendar, Notes, To-Do-List)
- BlackBerry and MS-Outlook
- Tablet Software and Cloud Computing Application

The Seven Habits of Highly Effective People (by Stephen Covey)

- Be Proactive
- Begin with the End in Mind
- Put First Things First
- Think Win-Win
- Seek First to Understand then to be Understood
- Synergize
- Sharpen the Saw

Introduction to Stress

- What Is Stress?
- Facts About Stress
- How Do You Know When You Are Stressed?

Environmental Stress

- Environmental Stressors
- Chemical and Nutritional Stressors
- Life Style and Job Stress
- Stress and Burnout

Stress Signals

- Physical
- Cognitive (Mental)
- Behavioral
- Emotional
- Acute and Chronic Stress

Managing Stress

- Time Management
- Physical Exercise: Physiological Effects of Exercise, Muscle Relaxation, Breathing Techniques, Visual Imagery, Sleep and Music
- Healthy Diet
- Relaxation and Training

Course Certificate:

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

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
- Discussion
- Presentation

Course Fees:

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

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