ICTD
المركز العالمي للتدريب والتطوير
International Centre For Training & Development



SELF & TIME
Management

Course Introduction:

This is a dynamic program looking at how you can manage yourself effectively with respect to time. By managing yourself you will be able to handle more with less stress. You will be able to say 'no' when it is necessary. You will learn how to use simple tools to plan and implement strategies that reduce demands in your time and improve your lifestyle.

This is an interactive course to help delegates improve their own self and time management. Eliminating unnecessary interruptions, prioritizing tasks and understanding the difference between important and urgent.

Course Objectives:

By the end of this course, each delegate will:

- Use available time more effectively
- Understand that self-management is more important than time management
- Apply effective time management techniques:
  - prioritize
  - set time limits for tasks
  - start to use a time management tool – paper or electronic
  - recognize when you work best and plan around it
  - use the telephone effectively
  - respect other people time and demand the same respect from them
  - run effectively meetings
  - set goals and evaluate your time management performance
- Recognize why time management is really self-management
- Analyze your area of need with respect to self-management
- Identify time wasters
- Recognize the difference between importance and urgency
- Manage your lifestyle to reduce own outcomes and stress
- Set up useful self-management tools

Who Should Attend?

This course is ideal for anyone who feels that their workload is getting on top of them or they could use the time available more effective and productive.

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Course Outline:

- What is time?
- Self-management and what to do to take control
- Personal areas for improvement
- Time wasters and how to deal with them
- Importance and urgency
- Time management tools
- The effects of poor self-management
- Burn out and stress

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 Questionaires
- Group Work
- Discussion
- Presentation

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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

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