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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Time Management and Personal Effectiveness

Code	City	hotel	Start	End	price	Language - Hours
MT-564SA	Jeddah	Hotel Meeting Room	2027-09-26	2027-09-30	9950 SR	En - 25

Introduction

Good time management lies at the heart not only of personal effectiveness but also of organisational success. Everybody needs to make the best of their own time and talent and those of the people around them if they, the team and organisation are to achieve their objectives and business goals. If you can't mange time, you can't manage anything.

This intensive and comprehensive programme provides participants with the opportunity to explore the fundamental principles of time management, take stock of their current working practices and determine action to enhance personal, team and organisational effectiveness.

Emphasis is placed not only on managing one's own time but also on helping other people to manage theirs. The programme also focuses on the skill sets of personal effectiveness – such as communication, effective business writing skills, efficient reading, managing information overload and proactive self-development.

Objectives

- To help participants manage time better (their own and other people's)
- To provide an opportunity for participants to explore the skills and principles of time-management and exchange ideas, tips and techniques
- To provide an opportunity for participants to take stock of their current working practices and decide on an action-based strategy to 'work smarter'
- To encourage participants to be proactive in their continuous professional

development and to provide them with a range of tools to support their learning

Content

Day One : Dimensions of Time Management & Personal Effectiveness

- Programme introduction and objectives
- Action planning and enhancing personal and team effectiveness
- Making the most of office technology
- Chronistic intelligence
- Time-stealers and costs of poor time management
- Priority setting – rational and emotional approaches
- Ten principles of effective time management
- Handling and making requests
- Behavioural analysis and time management

Day Two : Personal Planning Systems/ Interruptions/Project Planning/Stress

- Getting the best from diaries and to-do lists
- Proactive planning to meet key responsibilities
- Developing time-based planning – daily, weekly, monthly plans etc
- Handling interruptions – developing a time sensitive culture
- Planning project-type work
- Principles of Critical Path Analysis and implications for priority setting
- Understanding stress
- Managing stress in self and others
- Dealing with change – taking and getting a positive response

Day Three : Getting the Best from Other People/Communication /Meeting Skills

- Delegation – giving and receiving
- Team-working and team building
- Improving communication and working relationships

- Assertiveness
- Effective and efficient meetings – ‘everybody’s a chairbody’

Day Four : Office Ergonomics/ Managing Information/ Efficient Reading & Writing

- Optimising the office environment
- Handling the paper-load and developing paperless systems
- Managing e-mails
- Improving the efficiency of management reporting
- Using and developing relational databases
- Business writing and the principles of ‘rapid composition’
- Rapid and efficient reading – digesting and retaining information
- Mind-mapping

Day Five : Developing Creativity/Continuous Improvement/ Self-Development

- Developing creativity in self and others
- How the brain works and creative thinking techniques
- Developing a culture of continuous improvement
- Implementing change initiatives
- Influencing skills – making a case and managing the ‘politics’
- Continuing professional development – a proactive approach
- Programme review and action plans

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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