

Course Overview:

Attention Management is a useful skill that allows managers to connect with their employees on an emotional level and motivate them to focus on their work and how to reach their personal and company goals. Your participants will gain valuable insight and strategies into what it takes to be more attentive and vigilant.

Course Objective:

- Define and understand attention management.
- Identify different types of attention.
- Create strategies for goals and SMART goals.
- Be familiar with methods that focus attention.
- Put an end to procrastination.
- Learn how to prioritize time.
- Increased productivity
- Increased job satisfaction

Course Outline:

- Introduction to Attention Management
- Types of Attention
- Strategies for Goal Setting
- Meditation
- Training Your Attention
- Attention Zones Model
- SMART Goals
- Keeping Yourself Focused
- Procrastination
- Prioritizing Your Time

Who Should Attend:

- Managers who wish to transform their way of thinking, managing and leading for a higher level of skill, empowerment, and overall achievement
- Those interested in achieving standards of excellence and who wish to enhance their management skills..

Training Language:

EN / AR

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation