

Course Overview:

Participants attending this programme will develop their understanding of the Self Stress Management and Self Development

Course Objective:

By the end of this Course the participant will be able to:

- Understand the essential concepts of effective time management.
- Identify and overcome the major time-wasters at the work place.
- Develop and implement specific methods to save time at the work place.
- Identify misconceptions regarding time and stress management.

Course Outline:

- Introduction and overview
- The value of Time
- Conflicting demands on your time
- Basic principles of time management
- Recognizing how you manage time
- Factors that determine your Effectiveness in Time Management
- The Concept of “ Time Logs “
- Examples of time wasting activities
- Management activities summary
- Gaining control over your time
- Managing your work effectively
- The Relationship Between Time Management & Effective Management
- Making subordinates time conscious
- Finding Ways to Save Time
- Managing Stress
- How does stress affect you ?
- “Flight or Fight “ response
- learning to relax
- How to manage self-generated stress

Who Should Attend:

- Managers, team leaders and supervisors who are looking for performance improvements on both an individual and team basis.
- Professionals who want greater control of their self and time, management style and life

Training Language:

English-Arabic

Training Methodology:

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