



This course will help Professionals involved in dealing with busy schedule, tight times and due dates, to improve their performance to the optimum. The course will energize employees, impress customers, enhance image, and improve performance.

Time Management



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Time Management

Training with Etisalat Academy benefits:

- Tailored to your needs and goals
- Cost effective
- You choose the day, place and time
- Greatest impact in the shortest time
- Tailoring ensures practical tools directly applicable to your workplace
- Great team building opportunity
- More convenient, people don't need to go off-site

We are here to help you:

- Professional Development Training has empowered people from small to medium businesses across the country and the region.
- We look forward to providing you with an experience and tools that will exceed your expectations and empower you to reach your goals.

Why our clients choose us:

- Receive practical tools to take away with you.
- Be involved all day. There are about 10 activities each day (2 Modules with 1-5 activities per module).
- Realistic and relevant. We take the time to learn about you, then tailor the training to your needs.

Who can benefit

Mode:

An instructor-led training program that includes practical exercises, case studies, role play and team assignments.

Prerequisites:

Good/reasonable command of English language



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Duration: 3 days. Or else, remove 30% of topics (customer choice)

Expected Accomplishments

Participants will be able to:

- Learn to analyzing time, use of time and assessing personal ability
- Learn how to develop goals
- Dealing with priorities
- Using time planners
- Understand and adopt thinking positively
- Organizing own office
- Learn filling paperwork
- Learn how to avoid interruptions
- Understand working with others
- Learn how to save time with phone calls
- Learn how to save time using technology
- Learn how to Hold effective meetings
- Learn how to Scheduling time off
- Understand Communicating well
- Understand delegating effectively
- Learn how to save time Managing colleagues
- Learn how to save time Managing own manager

Outline

1. Understanding Time

- 1.1. Analyzing Time
 - 1.1.1. Video
- 1.2. Analyzing Use of Time
- 1.3. Assessing Your Ability
 - 1.3.1. Class Activity

2. Planning for Success

- 2.1. Analyzing Your Goals
 - 2.1.1. Class Activity
- 2.2. Working Out Priorities
 - 2.2.1. Video
- 2.3. Assessing Work Patterns
 - 2.3.1. Class Activity
- 2.4. Using Time Planners
 - 2.4.1. Case Study
- 2.5. Thinking Positively
 - 2.5.1. Role-play

3. Managing Instant Changes

- 3.1. Clearing Your office
- 3.2. Filing Paperwork
 - 3.2.1. Class Activity
- 3.3. Avoiding Interruptions
 - 3.3.1. Role-play
- 3.4. Filtering Information
 - 3.4.1. Case Study
- 3.5. Working With Others
 - 3.5.1. Role-play
- 3.6. Making Phone Calls
 - 3.6.1. Role-play
- 3.7. Reading and Writing
 - 3.7.1. Class Activity
- 3.8. Using Technology
 - 3.8.1. Video
 - 3.8.2. Class Activity
- 3.9. Holding Meetings
 - 3.9.1. Role-play
- 3.10. Travelling for Work
 - 3.10.1. Class Activity
- 3.11. Scheduling Time Off

4. Managing The Time of Others

- 4.1. Communicating Well
 - 4.1.1. Role-play
- 4.2. Delegating Effectively
 - 4.2.1. Class Activity
- 4.3. Managing Colleagues
 - 4.3.1. Role-play
- 4.4. Managing Your Manager
 - 4.4.1. Role-play



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