

# Setting Priorities , Time Management & Stress Reduction

Spare the Time of Your Success

16 - 20 May 2022	Dubai	US\$ 4,350
08 - 12 Aug 2022	Dubai	US\$ 4,350
22 - 26 Aug 2022	Lisbon	\$5,350
12 - 16 Sep 2022	London	US\$ 5,350
19 - 23 Dec 2022	Dubai	US\$ 4,350



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## About the Course

Planning and prioritisation of tasks are essential for an organisation to reach productivity. Managers set goals and objectives to provide a purpose for people and the tasks to achieve. Time is an uncontrollable resource requiring discipline within the fragmented framework. It can be a valuable resource, as well. However, most of the time, people do not use it properly due to various factors preventing it. Therefore, it primarily led to reduced performance and increased cost, preventing businesses to achieve their objectives. It can also create confusion, conflict, stress, and nervousness for the people involved. Stress alone can be useful as an energiser, when it is within acceptable levels, but it can also be a real problem with multiple consequences. Employees in most companies declare that there is much workload and pressure to reach deadlines and goals, leading to very stressful situations, affecting their health, quality levels, and increasing conflict with colleagues and employers.

This Setting Priorities, Time Management & Stress Reduction training course will determine the degree of efficiency in using professional time and provide the necessary skills to manage stress and pressure at the workplace. It also aims to offer more effective organisation of time to increase productivity and suggest adjustments needed for greater efficiency and growth. Central to this work is the application of techniques to determine the time spenders and choose the best solution to deal with for the benefit of the quality of performance of each employee.

## Core Objectives

The delegates will achieve the following objectives:

- Describe the concept of time and productivity
- Formulate ideas of efficiency and effectiveness
- Explain the factors that affect the proper use of time
- Use smart goals and objectives
- Identify and handle excess stress for themselves and the Team
- Schedule time programs for the day/week/month/period
- Select Time management applications to improve performance
- Operate and interpret productively in meetings

## Training Approach

This training course uses a combination of interactive presentations and live discussions. These will be supported with workshops, videos, models, tables and charts to consolidate learning and discussion of the practical application of the findings with the seminar provider. There will be a summary recap by the end of each day, linking up the topics to formulate a complete course. Upon request, it can include a final multiple-choice test on the material as a learning evaluation method.

It is suitable for in-class and virtual online and hybrid interaction of the participants. This will be decided according to the circumstances.

## The Attendees

Likewise, it will be valuable to the professionals but not limited to the following:

- Salespeople and Representatives
- Supervisors of All Departments
- Departmental Managers
- Heads of Teams and Projects
- Self-employed Professionals
- Owners / Managers of Small Companies
- Client Support operators of Service Business Providers
- Employees of departments dealing with deadlines, projects, administration, assistance

# DAILY DISCUSSION

## DAY ONE

### DEFINING AND ORGANISING THE TIME FRAMEWORK

- The concept and significance of time and its current utilisation
- Situational Analysis for Time Constraints
- Organising for effectiveness and performance
- Time-consuming Factors and Multitasking
- Parkinson's Laws defined and applied - Effectiveness
- Demonstration of Time and Project Software Applications

## DAY TWO

### TIME MANAGEMENT AND PLANNING

- Setting Goals and Objectives
- Teamwork, Delegation and Decision Making for Time matters
- Participating in Project Teams' Time Planning
- Prioritization of Tasks and Activities: Reaching Deadlines
- Time management Systems and approaches
- Scheduling of Everyday Activities

## DAY THREE

### STRESS AND CONFLICT MANAGEMENT

- How do people behave in Conflict and under Pressure?
- Stress and its Causes: What contributes to Stress Levels?
- The Impact of Stress on Performance
- Handling and Managing Stress: Emotional Intelligence and Empathy
- Life balance as a Stress Moderator
- Conflict Management and Communication

## DAY FOUR

### PARTICIPATING IN MEETINGS AND PROJECTS

- Meeting Preparation: The Agenda and the Schedule
- Managing the Meeting: The Facilitator, The Minutes Keeper, The Meeting Leader
- Preparing for the Effective Meeting
- Effective Meetings and Delegation of Work
- The Use of Control and Feedback in Delegation
- Traits and Characteristics of the Successful Meeting Leader

## DAY FIVE

### TIMEWISE PRODUCTIVITY IMPROVEMENT SKILLS

- Creating an environment for efficiency and Productivity
- Assertiveness and Communication in the heart of Productivity
- Critical Success Factors of Productivity
- Managing Change and Problem Solving
- Decision Making in the nature of Management
- Rescheduling of The Time Plan for Success