



an  eegis company

بروجاكس للتدريب والتطوير
Projacs Training and Development

Time Management During Crisis

07 – 09 June 2020

ONLINE COURSE

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

Time is the most precious and invaluable asset! Time management revolves around a set of principles, practices, skills, tools and systems to help people get more value out of their time. Time is a scarce resource! It is something that individuals need to consider when doing work, staying home, working in remote areas, planning for any project, accomplishing a specific goal and enjoying everything that life has to offer to people. We all at times may struggle through this turbulent time and difficult crisis. Thus, all of us must understand the value of time and learn how to manage it carefully. The ability to allocate time and resources is an essential business competency.

Objectives

By the end of this training course, participants will be able to:

- Identify the most common time wasters and how to cope with them.
- Distinguish between important and unimportant tasks.
- Distinguish between urgent and not urgent tasks.
- Appreciate the value of time through deep reflection of life's priorities.
- Develop basic skills to manage one's time at work and home.
- Understand the connection between time management and stress.
- Identify some symptoms of stress on body, mind, emotions, and behavior.

Who Should Attend?

This program will be animated by a certified trainer and expert in the field of management and leadership. People who have some personal interests to develop their knowledge and skills in this topic can attend the online training.

Course Outlines

DAY 1:

Understanding the Value of Time and Time Management

- Define the concept of “Time and Time Management”.
- Highlight the benefits of effective time management.
- Manage time factors – the key steps to achieve more and ensure success.
- Describe the general habits and tendencies that people usually follow.
- Highlight the key challenges faced in managing effectively your time.

DAY 2:

Setting Clear Objectives & SMART Goals

- Analyze input / output and cascading the corporate objectives.
- Manage your workload – what are the key principles.
- Plan for projects and set priorities i.e. what is urgent, important, trivial.
- Learn how to set SMART goals and identify the tools to achieve targets.
- Explain value of delegation from concept to application.

DAY 3:

Managing Time & Work Pressure

- Clarify how to manage most effectively and ensure self-satisfaction.
- Learn how to deal and manage work pressure and time wasters.
- Develop an action plan to be more productive and efficient.
- Manage people relationships and ensure self-development.
- Recognizing the internal and external factors that impact your achievement.

Training Method

- Live group instruction through the online platform.
- Use of real-world examples, case studies and exercises.
- Interactive participation and discussion.
- Powerpoint presentation, and online activities.
- Self-assessment tests and group think exercises.
- Mini-individual presentation and sharing feedback.

Duration

Three-Day Program

Schedule

Daily Schedule*:

- | | |
|-------------|-------------------|
| • Session 1 | 09:00AM - 10:00AM |
| • Break | 10:00AM - 10:15AM |
| • Session 2 | 10:15AM - 11:15AM |
| • Break | 11:15AM - 11:30AM |
| • Session 3 | 11:30AM - 12:30PM |
| • Q & A | 12:30PM - 01:00PM |

* Mecca time

* Course agenda can be adjusted according to client's preference

Course Fees*

- **700 USD**

*VAT is Excluded If Applicable