



PROJACS ACADEMY
by @egis



Enhancing Personal Effectiveness and Productivity Skills

تفعيل وتعزيز المهارات الشخصية والانتاجية في العمل

18 - 22 June 2023

Cairo / Egypt

Introduction

This course is designed to help participants improve their personal effectiveness and productivity skills, and achieve their personal and professional goals. The topics covered are highly relevant in today's fast-paced and competitive world.

Objectives

- Learn to better manage emotions and energy
- Recognize key components of effective goal setting through time management
- Achieve greater results with less effort (work smart not hard!)
- Study ways of more efficiently managing responsibilities
- Plan to achieve improved relations with seniors and colleagues
- Learn delegation skills
- Consider ways of improving work processes
- Develop the ability to make more effective decisions
- Learn how to cope more effectively in the work environment

Who Should Attend?

Leadership, Strategy Implementation and Decision-Making Workshop is for all leaders, managers and employees who have potentials to get promoted in all careers in both private or governmental organizations, or local or multinational enterprises.

Course Outline

Day One

Effective Time & Self Management

- Understanding your personality style
- Understanding the principles of time management
- Identifying time wasters and time savers
- Handling interruptions successfully
- Organizing your workspace
- Managing Paperwork
- Planning your Day
- Working with priorities
- Exercises.

Day Two

Dealing with Stress

- Maintaining and replenishing your energy
- Learning to say NO without feeling guilty
- Avoiding procrastination
- Effective Time Management Techniques
- Exercises

Day Three

Managing Your Work Relationships

- Working effectively with your boss
- Working effectively with colleagues
- Empowering your people
- Delegating decision making downward
- Utilizing effective communications
- Productive management of meetings
- The power of motivation

Day Four

Improved Productivity

- Focusing on continuous process improvement
- Managing the process of change
- Effective Problem Solving
- Profiling your personal thinking style and the styles of others

- Brainstorming techniques
- Generate Alternatives (Ideas) ...
- Treating problems as challenges
- The power of determination

Day Five

Unleashing Organizational Productivity

- The importance of corporate culture
- Focusing on performance vs. procedure
- Changing the rules
- Embracing continuous improvement
- Doing away with non value added activities
- Setting challenging performance goals
- Refocusing reward systems

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation. slides and handouts.
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **3,200 USD**
**VAT is Excluded If Applicable*

المقدمة

تم تصميم هذه الدورة لمساعدة المشاركين على تحسين فعاليتهم الشخصية ومهاراتهم الإنتاجية، وتحقيق أهدافهم الشخصية والمهنية. الموضوعات التي يتم تناولها ذات صلة وثيقة في عالم اليوم سريع الخطى والتنافسي.

الأهداف

- تعلم كيفية إدارة العواطف والطاقة على نحو أفضل
- التعرف على المكونات الرئيسية لتحديد الأهداف الفعالة من خلال إدارة الوقت
- تحقيق نتائج أكبر مع أقل جهد (العمل الذكية ليس من الصعب!)
- دراسة كيفية إدارة المسؤوليات بشكل أكثر كفاءة
- تعلم كيفية تحسين العلاقات مع الزملاء والمديرين في العمل
- تعلم مهارات التفويض
- تعلم كيفية تحسين إجراءات العمل
- تطوير القدرة على اتخاذ قرارات أكثر فعالية
- تعلم كيفية التعامل بشكل أكثر فعالية في بيئة العمل

الحضور

القادة والمديرين والموظفين الذين لديهم إمكانيات للحصول على ترقية في جميع المهن في كل من المنظمات الخاصة، أو الحكومية، أو الشركات المحلية أو متعددة الجنسيات.