

Time Management & Productivity



Learn Practical Time Management Techniques to Help Achieve Your Goals in The Workplace.

Training Background

This program provides the trainees with a better awareness of the principles of time management and controlling their lives for better productivity and better life quality. The program also gives the trainees important skills and competencies to overcome the problems of wasting time and important instructions for doing the most important things in life and thus reaching the stage of effective achievement, whether in the field of work or life in general.

Training Objectives

By the end of this training, we expect the participants to have a deeper understanding of the importance of time management through:

- Defining time management and clarifying the importance of time and effective productivity in life.
- Raising the level of sense of Urgency and the need to move immediately and not to procrastinate.
- Learning ways to increase productivity and improve performance levels at work and life in general.
- Effective goal setting and planning.
- Setting priorities and using the daily program/schedule effectively.
- Identifying productivity obstacles and dealing with them radically.

Training Methodology

This program consists of 3 days, each day consists of a set of lectures, each of which was 15-30 minutes long, in addition to a number of case studies and assignments. The course also includes discussion panels following each topic to interact with the coach and group members to help each other and exchange opinions and productive ideas.

Who Should Attend?

This program is for any business professional who wants greater control of his time, management style and life.

Our Trainers

Our trainers are not only the most qualified professionally, but they are also the most capable of delivering information to the trainees. We rely on their selection, in addition to their high scientific specializations, on their experiences and personal abilities in implementing training programs of high value and positive returns, so that the training process does not become a mere waste of time and effort, but rather a real development of capabilities, skills and practical benefit acquired by our clients and their staff and practiced virtually to improve their overall performance.

Evaluation Criteria

In Arizanti Academy, we believe that accurate evaluation of training programs, based on scientific foundations and well-thought-out criteria, is the best way to achieve the desired goals of training, achieve maximum benefit from the program, and provide trainees with scientific knowledge, experience and practical skills.

Therefore, we have built our evaluation systems based on accreditation and compatibility with a set of evaluation systems and international standards, where we rely in our work on:

1. Evaluation of the training program on the morning of the second day (if the program lasts for more than one day) to avoid any shortcomings in the program, and to achieve the objectives of the participants as groups and individuals.
2. Participants' evaluation of the training material, the trainer, the place of training, training services and coordination on the last day of the program (this report is analyzed and the results are sent with the original evaluation sheets to the client with the final report).

What would you learn and practice?

Day 1

The purpose of this session is to introduce the topic of time management to the trainees emphasizing the importance and value of time for a productive and efficient life. It also aims to correct misconceptions about time management and then leading the trainees to understand the need for a sense of urgency and immediate action.

At the end of this day the trainees will be able to:

- Distinguish between the terms time, time management and life management.
- Knowing the impact of time management on increasing productivity
- Correcting misconceptions about dealing with time.
- Develop a sense of urgency and understanding its role in productivity.

Day 2

The purpose of this session is to motivate the trainees to properly plan their day and week in order to have better control over the course of their lives. During this day, we will also discuss the most important time management techniques and the prioritization system that leads us to accomplish the most important things in our lives and prepares us to avoid wasting time.

At the end of this day the trainees will be able to:

- Learn the basics of proper planning.
- Develop an effective and practical time schedule.
- Learn the most important time management techniques
- Develop the principle of setting priorities and the ability to define them and then apply them daily.

Day 3

The purpose of this session is to help the trainees to know time distractions that consumes their day time and how to manage them. They will learn the difference between internal and external causes of time distractions and how to handle each weather in workplace or in life in general.

At the end of this day the trainees will be able to:

- Recognize time distractions
- The difference between internal distractions and external distractions
- Distractions at work time and how to deal with them
- General time management tips

FAQ

Q: Where does Arizanti Academy deliver their trainings?

A: Private training courses can be delivered in its location in (Villa No. R3/169, New Azadi-Atconz, Erbil/KRI) or outside venue booked by Arizanti Academy when there would be a need, or at your business premises.

Q: In which language the trainings are delivered?

A: Our programs can be delivered in Kurdish, Arabic or English.

Q: What are your ideal training schedules?

A: Half-day session: (09:00 am to 12:00 pm) or (2:00 pm to 5:00 pm) or to suit.

Full-day session: (09:30 am to 15:30 pm) or to suit.

Why Us?

We recognize the changing needs of companies as well as individuals in an ever-changing world and therefore we understand the significance of adapting our work mechanisms, environment, flow to be able to provide world-class training to all clients who trust on us.

Our programs help integrate formal knowledge and skills that assist trainees in the dynamics and opportunities surrounding their fields of interest that are increasingly impacting the way people do business and live their lives in the socio-economic environment today.

Our proposed training and development courses are customized to match the fast-paced development in the market. We offer our clients additional services by tailoring our courses and assuring their suitability to their needs.

Learn with us



Contact Us

Address: Villa No. R3/169, New Azadi-Atconz, Erbil.
Phone: 07505224455 - 07805224455
E-mail: info@arizanti.com
www.arizanti.com

