

Personal Productivity

Personal Productivity is a goal most people have. With daily demands on time constantly increasing, the pressure also increases. With more and more demands on time, prioritization becomes ever more important. This course will equip participants with tools and techniques to manage their time and workload more effectively and with less stress. By the end of this course, participants will take ownership and begin to lead a more productive life.

Course Outline

- Introduction
- Time & Self Management
- Planning
- Procrastination
- Objective Setting
- Obstacles & Opportunities
- Other Considerations

Who Should Attend

High level staff such as:

- Professionals who wish to build up a stronger system of personal productivity

Course Duration

The standard duration of this course is 12 contact hours.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Identify the main obstacles that prevents an individual from maximizing your productivity
- Understand the components of productivity and their interdependencies
- Understand the importance of proper planning
- Use time management techniques to improve productivity
- Explain the benefits of having an effective and proactive approach to personal productivity

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

Invita Training Center | P.O. Box 1197 | Manama | Kingdom of Bahrain
Tel: +973 17 506000 | Fax: +973 15 500202 | info@invita.com.bh