

Time Management

Everyone starts with the same amount of hours—so why do some people seem to get so much more done? We need to manage ourselves in the fixed amount of time we are given. This time course will help participants zero in on the areas that will provide them with the greatest return. Participants will also learn to use time management tools and techniques to help them make decisions regarding the use of time that will lead to more effective, efficient results in all areas of their life.

Course Outline

- Introduction
- Time Management Principles
- Productive Work
- Crisis Management
- Planning
- Tips and Techniques

Who Should Attend

All level staff such as:

- All staff that would want to eliminate stress and manage

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.

Course Duration

The standard duration of this course is 12 contact hours.

Learning outcomes

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

- Identify the main obstacles to effectively manage time.
- Identify the main obstacles to effectively manage time.
- Understand the nature of Time Management
- Understand a range of tools, techniques and concepts for Time Management
- Use these techniques to build an effective Time Management process that will enhance productivity and lower stress
- Explain the benefits of having an effective Time Management process

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:

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