Productivity Skills

Date	Venues	()Fees	Book your seat
31 Dec -31 Dec 1969			Register Now

Course overview

Personal Productivity is a goal most of us have. Through this workshop your participants will be on the right track in achieving that goal. Some people blame everything that goes wrong in their life on something or someone else, but through this workshop your participants will take ownership and begin to lead a more productive life.

Course objective

· Set and evaluate SMART goals

· Use routines to maximize their productivity

· Use scheduling tools to make the most of their time

· Stay on top of their to-do list

· Start new tasks and projects on the right foot

· Use basic project management techniques

· Organize their physical and virtual workspaces for maximum efficiency

· Take back time from e-mail and handheld devices

· Beat procrastination

Who should attend?

* All manager, engineer, leaders and supervisors, production employees… ect

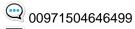## Course outline

* Productivity Overview
* Setting SMART Goals
* The Power of Routines
* Keeping Yourself on Top of Tasks
* Tackling New Tasks and Projects
* Using Project Management Techniques

- Measurement of Productivity
- Operations Management
- Productivity Improvement
- Productivity Solution Techniques

Training methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays

00971504646499

info@muthabara.ae

www.muthabara.ae