



Trainee's View:

"I have learned a lot in the training. I wish to thank you for the great time. How I wish all personnel of Tadmur would have the chance of attending such kind of Training with you as a trainer. The training /seminar would not be valuable and effective if somebody will facilitate it. You are simply a "perfect trainer."

A trainee from Tadmur Contracting & Trading, Doha, Qatar

Registration:

Please email to training@shahzadtc.com for nomination.

Fee:

Please email to training@shahzadtc.com

Shahzad Training & Consulting International

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Language: English

Duration: 1 ½ - 1 ¾ Days

Target Audience: All Managers & Staff

It is imperative for being successful at work and in your personal life to be able to manage your time! It requires understanding of what you should be doing and at what time. It is simply about "Doing the right things right the first time"

Essentials for Successful Time & Productivity Management

You can only be successful at work and in your personal life if you are effective and efficient- both and not one or the other! Specifically, you succeed by

1. Knowing your goals,
2. Selecting your goals,
3. Prioritizing your goals,
4. Planning to deliver the goals,
5. Eliminating time wasting activities,
6. Making use of technology, and
7. Delegating effectively

Time & Productivity management skills is an extremely practical training which will help you learn and immediately put in use techniques that will eliminate non value added activities.

Training Objectives:

- To define time management
- To define how to be effective
- To define how to be efficient
- To provide techniques to be efficient

Practical Aspects:

- Time Wasters Activity extended to **Gap Analysis to eliminate**
- How OGSMs are made and priorities are set using STRAPS?
- Making weekly priority sheets; Using urgency/ importance model
- Use of Outlook/Lotus Notes for Priority Setting and Scheduling
- Suspense Use

Tools Provided:

- Weekly priority sheets in three different format to suit individuals
- Formats for making SWOT and TOWS analysis
- Format for Urgency and Importance models
- Extremely Effective Formats for Meeting Agenda and Minutes
- Suspense Folder

Trainer

Ahsan S. Razzaq, Managing Director of Shahzad Trading & Consulting, holds Bachelors and Masters Degrees in Mechanical Engineering from Kansas State University, USA. Ahsan possesses over ten years of work experience from companies like Procter & Gamble and Henkel in Karachi, Jeddah and Riyadh. He has conducted Time Management training in many countries such as Saudi Arabia, Qatar, Pakistan and Turkey for companies such as Henkel (Fa/Persil), Gulf Carton, Bahrawi Trading Company (Evian), Tadmur and Glaxo Smithkline.