



Testimonials:

"I'M GLAD TO HEAR THAT HE HAD NEVER LEARNED TO NEGOTIATE ABOUT PURCHASING AS HE COULD DURING THOSE TWO DAYS OF SMART PURCHASING SKILLS TRAINING. THAT'S A POSITIVE & ENCOURAGING OF WHAT YOUR ORGANIZATION STANDS FOR!"
- Mr. Haseeb, Marketing & Sales, Karachi

"...MY PEOPLE ARE EXTREMELY HAPPY WITH THE PROFESSIONAL & EFFICIENT RECRUITMENT SERVICES PROVIDED BY YOUR RECRUITMENT TEAM."
- HRD, Saudi Arabia, Riyadh (Phone: +966-11-4600-1000)

"THE EARLY RESULTS OF THE COURSES RUN BY YOU ARE VERY PROMISING. THE TEACHING MATERIALS AND METHODS USED IS SIMPLE TO UNDERSTAND AND PRACTICAL, SO THAT ATTENDEES CAN EASILY IDENTIFY WITH BOTH THE PROBLEM AND SOLUTION IN A WAY THAT IS RELEVANT AND USED IN THEIR DAILY WORK!"
- Mr. Haseeb, Marketing & Sales, Karachi

"I HAVE LEARNED A LOT IN THE TRAINING. I WISH TO THANK YOU FOR THE GREAT TIME. HOW I WISH ALL PERSONNEL OF TADJOUR WOULD HAVE THE CHANCE OF ATTENDING SUCH KIND OF TRAINING WITH YOU AS A TRAINING FACILITATOR. AS HANNAH WOULD NOT BE VALUABLE AND EFFECTIVE IF SOMEBODY WILL FACILITATE. YOU ARE SIMPLY A PERFECT TRAINING!"
- Ahsan, Human Resource Management & Training, Saudi Arabia

"THANK YOU FOR YOUR KIND & CARE. ALL MY COLLEAGUES WERE IMPRESSED BY THE TRAINING COURSE AND THEY LOOK FORWARD."
- Mr. Haseeb, Marketing & Sales, Karachi

"THANKS A LOT FOR YOUR FOLLOW UP & KNOWLEDGE I GAIN FROM YOU. REALLY YOUR COURSE AFFECTED ME A LOT!"
- Ahsan, Human Resource Management & Training, Saudi Arabia

"IT WAS REALLY A NICE SESSION. I WAS THROUGHOUT OF YOUR PRESENTATION AND FOUND THIS VERY INFORMATIVE AND PRACTICAL. I WILL TRY TO IMPLEMENT THE STRATEGIES SUGGESTED AND APPLY THE TECHNIQUES SHARED IN THE PRESENTATION."
- Mr. Haseeb, Marketing & Sales, Karachi

Training Uniqueness:

- Focus on practical application of theory with real life examples from global companies
- Examples from various industries – FMCG, Oil & Gas, Pharmaceutical, Services, Food Services, Retail, etc.
- Experience sharing from different parts of the world
- Practical handouts/ worksheets for immediate application and use
- Case Studies during the trainings
- Post training assessment

Shahzad Training & Consulting International (STCI)

Lahore, Pakistan
Learning@shahzadtc.com
www.shahzadtc.com

Training Investment:

- Please email at learning@shahzadtc.com

Payment:

- 100% Advance Payment
- Cancellation charge 50% one week before training; 100% afterwards
- Payment by telegraphic transfer to STCI company account

Dates: TBA

Venue: TBA

Please email your nomination to:

learning@shahzadtc.com

Language: English

Training Course Level: Basic – Intermediate – Advanced

Method of Delivery: Instructor Lead Classroom OR Virtual Session of 2 Days Duration; Delivered as a public session OR in-house

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". Furthermore, Due to the current circumstances, we are now living in a virtual world. Hence, managing your time in this new reality (which is virtual), requires us to adopt new ways.

Training Course Introduction:

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

- Knowing your goals,
- Selecting your goals,
- Prioritizing your goals,
- Planning to deliver the goals,
- Eliminating time wasting activities,
- Making use of technology, and
- Delegating effectively

This is an extremely practical training which will help you learn and immediately put in use techniques that will eliminate non value added activities in this new virtual environment.

Training Objectives:

- To define time management
- To define how to be e-effective in the virtual world
- To define how to be e-efficient in the virtual world
- To provide techniques to be e-efficient in the virtual world

Training Content:

Introduction

Definitions

- ABC (Pareto or 80/20) Analysis
- Success Factors
- Effectiveness & Efficiency
- Stress

Effectiveness

- Goal Setting
- Formulating Strategy
- Prioritizing

Efficiency

- Setting Weekly Priorities
- Dealing with Inputs
- Delegating
- Self-Discipline
- Communication

Test

Practical Aspects:

- Time Wasters Activity extended to **Gap Analysis to eliminate**
- Making weekly priority sheets; Using urgency/ importance model
- Use of Outlook/Lotus Notes for Priority Setting and Scheduling
- Use of e-Suspense Folders
- Use of electronic tools such as communication, file sharing etc.

Tools Provided:

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

Training Methodology:

This training includes presentations, demonstrations, videos and exercises.

Coach:

This training is conducted by **Ahsan S. Razzaq**. Ahsan possess 28 years of experience in Supply Chain Management from Fortune 500 companies such as P&G, Henkel, Olayan, Savola, Basamh to name a few. Ahsan has worked in Saudi Arabia, Pakistan, Turkey and several other countries. He has worked in several industries such as FMCG, Oil & Gas, etc. His profile can be viewed [here](#).

