

COURSE OVERVIEW SS0196
Time Management
(E-Learning Module)

Course Title

Time Management
 (E-Learning Module)

Course Reference

SS0196

Course Format & Compatibility

SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration

30 online contact hours
 (3.0 CEUs/30 PDHs)



Course Description



Time and its value have always been at the centre of any training, due to its direct effect on our performance and productivity. Time is a resource, and unless we are prepared to view it as such, we will not get the required return on our investment in it. When working in technology or knowledge management, we are merely resourcing time. Whether in engineering, finance, production, manufacturing or management development, we need to acquire knowledge in the measurement mechanisms of time value.



This E-Learning course is designed to provide participants with a detailed and up-to-date overview of time-management. It covers the time management, self-management and self-discipline; the behavior analysis, available resources and decision-making; the time management techniques and tools, planning and execution; the Pareto 80/20 principle and manpower planning issues; the goals, problem-solving, goal setting and helping others to set goals; the tips to be a successful new manager, getting the most out of each day and blocking interruptions; the problem solving process, work systems flow, work load work process analysis, process mapping and contingency planning; the stress management; and minimizing the effects of stress and fatigue.



During this interactive course, participants will learn the meeting management, communication and interpretation skills, competence and knowledge management; adding or creating value; the performance management as a time efficiency tool; the key performance indicators; the four perspectives of translating vision and strategy; the critical success factors, performance criteria and the performance management system; the productivity and measurement, resource optimization service level agreements, dispute, conflict management and conflict resolution; the potential outcomes of conflict, types of conflict, barriers to creative thinking modes, technology and self-development; the impact of technology, the perspective/paradigm shift, mind map, empowerment and emotional intelligence; the guidelines for creating mind maps, empowerment triangle, work process analysis and process mapping; reducing job stress by improving emotional intelligence; managing your time; the personal versus work utilization of time; and the two factors to define any activity.

This seminar will help you identify causes of procrastination and indecision, pinpoint personal time-wasters and increase your concentration and focus. You will learn to schedule your time more effectively, stay on track and keep important goals top of mind, so you can stay in balance and be more effective and productive.

Course Objectives

During this seminar, you will cover:-

- Apply and gain a comprehensive knowledge on time management
- Identifying personal time-wasters
- Defining goals; establishing important and valid priorities
- Creating a realistic and productive schedule
- Dealing with self-distractions and interruptions
- Increasing productivity by using technology efficiently Identifying ways to manage email
- Creating boundaries and balance
- Prioritizing and choosing activities to balance life and work
- Creating a personal no script
- Apply time management, self-management and self-discipline
- Carryout behavior analysis, identify available resources and management decision-making
- Employ time management techniques and tools, planning and execution
- Explain the Pareto 80/20 principle and manpower planning issues
- Identify goals and apply problem-solving, goal setting and helping others to set goals
- Apply tips to be a successful new manager, get the most out of each day and block interruptions



- Illustrate problem solving process, work systems flow, work load work process analysis, process mapping and contingency planning
- Apply stress management and minimize the effects of stress and fatigue
- Perform meeting management, communication and interpretation skills, competence and knowledge management
- Add or create value and apply performance management as a time efficiency tool
- Identify key performance indicators, the four perspectives of translating vision and strategy, critical success factors, performance criteria and the performance management system
- Carryout productivity and measurement, resource optimization service level agreements, dispute, conflict management and conflict resolution
- Recognize the potential outcomes of conflict, types of conflict, barriers to creative thinking modes, technology and self-development
- Determine the impact of technology, the perspective/paradigm shift, mind map, empowerment and emotional intelligence
- Review guidelines for creating mind maps, empowerment triangle, work process analysis and process mapping
- Reduce job stress by improving emotional intelligence as well as manage your time, identify personal versus work utilization of time and the two factors to define any activity

Who Should Attend

The course provides an overview of all significant aspects and considerations in time management for any employee or staff member in general, and professionals working or involved in productivity, quality and measurement of efficiency in particular, in both technical and non-technical functions. The course will be additionally of value to staff in support or advisory functions in areas such as organizational audit as well as junior and senior level in maintenance and processing department.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.




Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

-  USA International Association for Continuing Education and Training (IACET)

Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Fee

As per proposal

Course Contents

- Time Management
- Introduction & Time Management
- A Course Summary
- Time management
- Self-management
- Self-discipline
- Summary: Create Extra Time Each Day
- Behaviour Analysis
- The Organisation
- What is Management?
- Management: A Definition
- What Resources are Available and should be Managed by the Manager?
- Management Resources
- Management Resources & Human Wealth
- Management Tasks (A)
- Management Tasks (B)
- Management Decision-Making
- Business Decisions
- Types of Decisions
- Decision-Making Process
- Decision-Making Conditions
- Time Management Techniques & Tools
- Doing the Right Things
- Getting Organised
- Planning and Execution
- The Pareto 80/20 Principle
- Manpower Planning Issues
- Management Techniques
- Case study #1
- Quiz #1
- Goals & Problem Solving



- Goal Setting & Helping Others to Set Goals
- Tips to be a Successful New Manager
- Getting the Most Out of Each Day
- Block Interruptions
- Problem Solving Process
- Problem Solving
- Work Systems Flow & Work Load
- Work Process Analysis & Process Mapping
- Contingency Planning
- Nomenclature
- Questions
- Response to an Event
- Common Causes of Emergencies
- Case study #2
- Quiz #2
- Stress Management
- Stress Management: Symptoms
- Stress Management: Causes
- Stress Management: Impact of Stress
- Work Distribution & Workload Syndrome
- Minimizing the Effects of Stress & Fatigue
- Ergonomics & Stress
- Meeting Management
- Communication & Interpretation Skills
- Understanding: Apply the 5 C's of Communications
- Body Language
- Interpersonal Skills
- Group Dynamics & Power Centres
- Case study #3
- Quiz #3
- Knowledge Management
- Competence & Knowledge Management
- Organisational Competence
- Sixteen Value Creation & Value Adding Techniques



- Add or Create Value
- Activities
- Case Study #4
- Quiz #4
- Value Chain
- Case Study #5
- Quiz #5
- Performance Management
- Performance Management as a Time Efficiency Tool
- Key Performance Indicators
- Key Performance Indicators: Balanced Scorecard
- Translating Vision and Strategy: Four Perspectives
- Critical Success Factors (CSFs)
- Performance Criteria
- The Performance Management System
- Approach to Saving Time
- Case Study #6
- Quiz #6
- Productivity
- Productivity & Measurement
- How to Achieve 'More' With 'Less'
- W Edwards Deming (1900 – 1993) – the Shewhart Cycle
- Productivity Measurement
- Productivity: A Definition (A)
- Productivity: A Definition (B)
- Productivity: A Definition (C)
- Productivity: A Definition (D)
- Productivity Measurement (A)
- Productivity Measurement (B)
- Productivity Measurement (C)
- Productivity Measurement (D)
- Productivity Measurement Methods (A)
- Productivity Measurement Methods (B)
- Productivity Measurement Methods (C)



- Productivity Measurement Methods (D)
- Resource Optimisation
- Service Level Agreements
- Case Study #7
- Quiz #7
- Conflict Management
- Dispute & Conflict Management
- Approach
- Conflict
- Conflict Resolution
- Potential Outcomes of Conflict
- Potential Outcomes of Conflict: Win-Win
- Types of Conflict
- Managing Conflicts
- Barriers to Creative Thinking Modes
- Case Study #8
- Quiz #8
- Technology & Self Development
- The Impact of Technology
- The Perspective/Paradigm Shift
- The Perspective Shift
- Self Development
- Personal Action Plan
- Learning Points
- Case Study #9
- Quiz #9
- Mind Map, Empowerment and Emotional Intelligence
- Mind Mapping as a Presentation Tool
- Guidelines for Creating Mind Maps
- Empowerment
- Empowerment Triangle
- Work Process Analysis & Process Mapping
- Empowering Your Secretary
- Your Secretary as Office Manager





- Reduce Job Stress by Improving Emotional Intelligence
- Emotional Intelligence in the Workplace
- Time Management = Self-management
- Discipline in Managing Your Time
- Personal Versus Work Utilisation of Time
- Two Factors to Define Any Activity
- Time Management Matrix
- What it Takes to Say “NO”
- Case study #10
- Quiz #10

