Haward Technology Middle East

COURSE OVERVIEW SS0170-4D
Time Management
Planning & Organizing Own Work

Course Title
Time Management: *Planning & Organizing Own Work*

Course Date/Venue
Session 1: September 16-19, 2024/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
Session 2: December 23-26, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference
SS0170-4D

Course Duration/Credits
Four days/2.4 CEUs/24 PDHs

Course Description

80% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.

Critical deadlines, competing priorities and an avalanche of e-mail often leave individuals feeling overwhelmed. Being able to set priorities and allocate time appropriately are critical skills for achieving your goals. Taking control of your time and schedule enables you to increase personal productivity and enhance your quality of life. This unique approach to time management provides strategies, techniques and tips to set priorities and manage the daily pressures of meeting important and urgent commitments in your life.

This course is designed to provide an up-to-date overview of managing multiple tasks, priorities and deadlines. It covers the setting of goals and priorities to effectively manage time; monitoring daily work habits and determining areas for improvement; planning daily tasks and goals; identifying, evaluating and selecting tools that help with time and priority management; the avoidance of over-committing yourself and combatting procrastination; balancing professional and personal lives; and implementing a personal time-management action plan.

Course Objectives

Upon the successful completion of this course, you will be able to:-

- Apply and gain an in-depth knowledge on managing multi-skills and setting priority

- Set goals and priorities that enable you to effectively manage your time

- Monitor daily work habits and determine areas for improvement

- Plan daily tasks and goals that align with your mission statement

- Identify, evaluate and select tools that help with time and priority management

- Avoid over-committing yourself and combat procrastination

- Balance your professional and personal lives

- Implement a personal time-management action plan

Exclusive Smart Training Kit - H-STK®

Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a Tablet PC.

Who Should Attend

This course provides an overview of all significant aspects and considerations of managing multi-skills and setting priority for those who want to improve their productivity and strengthen their time-management skills through multiple ways of thinking about and using time more effectively.

Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

20% Lectures
80% Practical Exercises, Case Studies, Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Fee

US$ 4,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors 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 2018-1 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 2018-1 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 Accreditors 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 **2.4 CEUs** (Continuing Education Units) or **24 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 Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM is a **Senior Project & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project Leadership**, Management & Communications, **Future Leaders** Program, **Transformational Leadership** Qualities, **Emotional Intelligence & Trust** in **Leadership** Workshop, **Performance & Leadership** Potential, **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **Project Risk** Management, **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Communications** Management, **Contract** Management, **Tender** Development, **Contract** Standards & Laws, **Dispute Resolution** & **Risk** Identification, Myers-Briggs Type Indicator (**MBTI**), **Organization** Development Consultation, Advanced Debriefing of **Emotional** Trauma, **Interpersonal Motivation**, **Model Based Interviewing**, **Leadership Orientation** Programme, **Coaching & Motivation**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence**, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Innovation & Creativity**, **Office Management & Administration** Skills, Controlling Your **Time & Managing Stress**, **Crisis** Management, Strategic **Human Resources** Management, **Change** Management, **Negotiation** Skills, **Strategic Planning**, **Risk** Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding **Customer** Expectations, **Corporate Governance** Best Practice, **Business Performance** Management & Improvement, Building Environment of **Trust & Commitment**, **Win-Win Negotiation** Strategies, **Quality Improvement & Resource** Optimization, Neuro Linguistic Programming (**NLP**), **Personal Resilience** Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, **Career** Management, Situation & Behaviour Analysis, Interpersonal **Motivation** Skills, **Inventory** Management and **Financial** Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Associate** in **Project Management** (**PMI-CAPM**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0830	*Registration & Coffee*
0830 – 0845	*Welcome & Introduction*
0845 – 0900	***PRE-TEST***
0900 – 0915	***Course Introduction & Overview*** *Course Expectations ● Course Objectives ● Outcomes Required ● Ten Hard Truths*
0915 – 0930	***Facts about Time & Time Utilization*** *Concept of Time ● Time Analysis Quiz ● Group Discussion of Responses to Quiz*
0930 – 0945	*Break*
0945 – 1100	***Work Management*** *Types of Time ● Common Time Wasters ● Identifying Personal Time-Wasters ● Discussion ● Behavior Analysis*
1100 - 1130	***The Organization*** *What is Management? ● Organizational Mission & Vision & Critical Objectives ● Core & Non-Core Functions*
1130 - 1230	***Time Management Techniques & Tools*** *Doing the Right Things ● Getting Organized ● Planning and Execution ● The Pareto 80/20 Principle ● Group Exercise ● Manpower Planning Issues*
1230 – 1245	*Break*
1245 – 1330	***Ethics*** *What is Ethics? ● Components of Ethics*
1330 – 1420	***The Modern Manager*** *Past, Present and Future ● Management Techniques ● Goal Setting and Helping Others to Set Goals ● Exercise*
1420 - 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2

0730 – 0830	***Tips to be a Successful New Manager*** *Getting Most of Each Day ● Group Activity ● Block Interruptions ● Problem Solving ● Master Your Telephone*
0830 – 0900	***Motivation*** *What Caused People to be Self Motivated? ● Staff Motivation ● Maslow's Hierarchy of Needs ● Training of Staff*
0900 – 0930	***Delegation*** *Decision Making ● Techniques ● Paperwork*
0930 – 0945	*Break*
0945 - 1030	***Empowerment*** *Value ● Components*
1030 - 1130	***Empowering your Secretary*** *Your Secretary as Office Manager ● Public Relations ● Group Discussion*

1130 - 1230	**Work Systems Flow & Work Load** *Systems ● Work Flow/Economize ● Work Flow Re-Design*
1230 - 1245	*Break*
1245 – 1330	**Contingency Planning** *Nomenclature ● Response to an Event ● Common Causes of Emergency*
1330 – 1420	**Stress Management** *Symptoms ● Causes ● Impact of Stress*
1420 - 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3

0730 – 0830	**Meeting Management** *Meeting Management Video ● Guidelines ● Group Discussion*
0830 – 0900	**Communication & Interpersonal Skills** *Understanding: Apply the 5 C's ● Body Language ● Interpersonal Skills ● Group Dynamics*
0900 – 0930	**Change Management** *Who Moved my Cheese ● Video ● Discussion ● The Dennison Culture Tool ● Leadership ● Organizational Change*
0930 – 0945	*Break*
0945 - 1030	**Competence & Knowledge Management** *Organization Competence ● Typical Managerial Competencies ● Knowledge*
1030 - 1130	**16 Value Creation & Value Adding** *Add or Create Value ● Activities ● Value Chain*
1130 - 1230	**Performance Management System as Time Efficiency Tool** *Indicators ● Critical Success Factors ● Performance Criteria ● Performance Evaluation*
1230 -1245	*Break*
1245 - 1330	**The Performance Management System** *Approach to Saving Time ● Balanced Scorecard ● Practical Demonstration*
1330 - 1420	**Productivity & Measurement** *How to Achieve "More" in "Less" ● Deming ● Productivity Measurement ● Resource Optimization ● Services Level Agreements ● Identifying Ways to Manage Email*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Three*

Day 4

0730 – 0830	**Benchmarking** *What is Benchmarking ● Measurement ● Components ● Considerations Input Output*
0830 – 0900	**Dispute & Conflict Management** *Approach ● Video ● Six Thinking Hats ● Barriers to Creativity Thinking Modes ● Group Discussion*
0900 – 0930	**The Impact of Technology** *The Knowledge-Based Job*

0930 – 0945	*Break*
0945 – 1100	**The Perspective Shift** *Function ● Structure ● Systems ● Work ● Staff ● Thinking Mode ● Management Style ● Community Competition ● Strategy*
1100 - 1230	**Self Development** *The Relationship Factor ● Responsibility ● Tools ● Culture*
1230 -1245	*Break*
1245 – 1315	**Personal Action Plan**
1315 – 1345	**Learning Points**
1345 – 1400	**Course Conclusion** *Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course*
1400 – 1415	**POST-TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

80% of this highly-interactive course is practical sessions. Theory learnt (20%) will be applied using various role-plays, case studies and practical sessions.

Course Coordinator

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