



## TIME, SELF, STRESS AND MEETING MANAGEMENT

|       |                        |
|-------|------------------------|
| Ref.  |                        |
| Date  | December 13 - 17, 2008 |
| Venue | Khobar, KSA            |
| Price | US\$ 2,250             |

### Audience:

All staff who are responsible for improving business and staff performance and results.

### Objectives:

#### By the end of this program:

Participants are empowered to achieve at their maximum potential. They leave the program with superior sense of personal responsibility and how to:

- Recognize priorities and set valid achievable goals.
- Avoid procrastination, indecision, disorganization, stress, fatigue and fear.
- Become more productive by reordering priorities and establishing realistic deadlines.

### Course Outline:

The course covers the following topics:

- Introduction to Time Management Concepts
- Analyzing how you Use your Time
- How to Make Full Use of your Time
- How to Plan Effectively
- Analyzing your Job Priorities
- How and What to Delegate Effectively
- How to Cope with Common Time Wasters
- Time Management on the Telephone
- Time Management in Meetings



- Dealing with Interruptions
- Developing your Personal Action Plan
- Following Up
- Constantly Checking on your Investment in Time Management
- Recognizing the sources of your stress, fear and fatigue
- Extending your performance period
- Busting procrastination and fatigue
- Removing your fears
- Managing stress effectively