

TIME & STRESS MANAGEMENT

29 JANUARY, 2024 | 09:30 AM - 05:00 PM
ONLINE TRAINING

COURSE OBJECTIVES

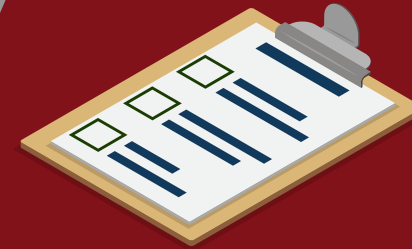
More than ever, we need to be effective in planning our workload and managing our time. If you find yourself constantly struggling to manage time, then you would need to check where this valuable resource is hampering your effectiveness. This course will help you to set your priorities, manage expectations and become more effective in workplace and build focus.

By the end of the course the participant will be able to

- ◆ Define what is meant by the term 'Time Management'
- ◆ Specify time Stealers and time Wasters
- ◆ Appreciate how Planning and Prioritizing can make you more effective.
- ◆ Make time management a part of their lifestyle
- ◆ Be able to understand and utilize time as a Resource
- ◆ Develop a Priority Setting System
- ◆ Identify Procrastination
- ◆ Strategies to overcome Procrastination

COURSE CONTENTS

- ◆ Understanding Time Management
- ◆ Strategic Time Management
- ◆ Time as a Resource
- ◆ The Power of Focus
- ◆ Difference Between Motivation and Self-Discipline
- ◆ Understanding Stress and Issues with Stress
- ◆ Effects of Stress on daily life
- ◆ Managing and Overcoming Stress
- ◆ Assessing Energy
 - ◇ Emotional Energy
 - ◇ Physical Energy
 - ◇ Mental Energy
 - ◇ Spiritual Energy
- ◆ A priority setting system to improve performance.
- ◆ The Eisenhower Matrix
- ◆ Mackenzie's Four Step to Saying No



FACILITATOR

Dr. Hanif Mohammed

Dr. Hanif has been associated with the training business for 28 years. He has trained and consulted more than 260 companies in USA, Singapore, Bangladesh, Canada, UK and Pakistan. He holds double doctorate from Switzerland and Argentina specializing in the areas of Strategy, HR and Financial Economics. He holds a Masters in Education Administration from California, USA with specialization in Instructional Design.

He is one of the well-known trainer who works in the areas of Instructional Design, ROTI and Training Design. He is a Master Trainer of LUMS and McGill University, Canada. He is a Certified Manager in Training and Development from American Management Association.

Dr. Mohammed was awarded the Best Trainer of Pakistan by Pakistan Society for Training and Development. He was also awarded the Best Trainer by Education Minister for being rated best trainer in eight out of ten Higher Education Commission run projects on training Faculty of Government Universities in Karachi.

For more than a decade he has been running courses every year for on Training Need Assessment, Training Design, ROTI, Instructional Design, Coaching and Mentoring. A few of the recent clients served in the past two years (2020 and 2021) included Shell Pakistan, Unilever, Dalda Foods, Getz Pharma, Martin Dow, Adamjee Durabuilt, State Bank of Pakistan, National Bank of Pakistan, JS Bank, Bank Al-Habib, Helen O'Grady Academy Pakistan, A. A. Joyland Pvt. Ltd., KFC, ASA Pakistan Ltd., State Life Insurance, TCP, etc.