Garnet
Garnet Global Training Center

GGT-PD-101

Personal Effectiveness & Office Skills

Time Management & Productivity

إدارة الوقت والإنتاجية

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (management)**

Overview

Time Management & Productivity equips managers and specialists to plan, organise and control this area of work, set targets and measure results. Core skills that make every professional more productive and easier to work with. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Set up and run Time Management & Productivity as a managed process with clear roles.
- Report clearly to senior management and stakeholders.
- Manage contractors, suppliers and internal customers.
- Plan resources, budgets and schedules realistically.
- Define KPIs and build simple dashboards for management.

Who should attend

Employees at all levels, new supervisors and administrative staff. It suits supervisors, section heads and specialists who manage, or are about to manage, this area.

Key topics

- Time and priority management
- Communication and writing
- Working with others
- Problem solving
- Digital productivity
- Personal development planning

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Time Management & Productivity: the management framework

- Communication and writing
- Measurement and reporting

Day 2 Planning, resources and budgets

- Working with others
- Problem solving

Day 3 Performance measurement and control

- Digital productivity
- Hands-on workshop on a workplace challenge

Day 4 Risk, compliance and improvement

- Personal development planning
- Common mistakes and how to avoid them

Day 5 Management case study and action plan

- Time and priority management
- Regional and international case studies

10-day outline

Day 1 Time Management & Productivity: the management framework

- Communication and writing
- Measurement and reporting

Day 2 Planning, resources and budgets

- Working with others
- Problem solving

Day 3 Performance measurement and control

- Digital productivity
- Hands-on workshop on a workplace challenge

Day 4 Risk, compliance and improvement

- Personal development planning
- Common mistakes and how to avoid them

Day 5 Management case study and action plan

- Time and priority management
- Regional and international case studies

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Checklists and templates to take away

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Group discussion and peer review

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
7–18 Mar 2027	10-day classroom	Kuwait City	English	8,950
19–23 Apr 2027	5-day online	Live online	English	2,950
18–22 Oct 2027	5-day classroom	Barcelona	English	4,750
20–24 Dec 2027	5-day classroom	London	English	4,750
9–13 Jul 2028	5-day classroom	Amman	Arabic	4,750
6–10 Aug 2028	5-day classroom	Cairo	English	4,750
9–20 Oct 2028	10-day online	Live online	Arabic	5,450
6–17 Nov 2028	10-day classroom	Vienna	English	8,950
15–19 Jan 2029	5-day classroom	Paris	English	4,750

Dates	Format	City	Language	Fee (USD)
12–16 Mar 2029	5-day online	Live online	English	2,950
15–19 Jul 2029	5-day classroom	Riyadh	English	4,750
20–31 Aug 2029	10-day classroom	Casablanca	Arabic	8,950
1–12 Apr 2030	10-day online	Live online	English	5,450
16–27 Sep 2030	10-day classroom	Istanbul	English	8,950
21–25 Oct 2030	5-day classroom	Kuala Lumpur	English	4,750
2–6 Dec 2030	5-day classroom	London	English	4,750

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/