

Course title: Time and Priorities Management

Course Description:

Looking at time management organization can benefits the improved productivity through improved use of time by the personnel, etter performance in terms of on time delivery to customers and increased profitability through better use of the human and non-human resources available.

Course Learning Outcome

- Time Management and Organizations
- Aspects of Time Management
- Identifying essential habits for a good time management
- Types of “time”
- Time estimation for tasks
- Identifying the urgency of time, to set the priorities to tasks.
- Criteria and characteristics for an effective time management
- Ways to focus on Time & Resources
- Analysis of Goals & Objectives
- Busy Vs. Productive Work
- Skills on how to deal with over-work
- Prioritization skills
- Crisis Management
- Planning in Time Management
- Managing Interruptions
- Managing Your Workspace

Course Certification: At the end of the course, participants will be presented with a KHDA (Knowledge and Human Development Authority's) attested certificate.

Who should attend: Public & Private Sectors Managers, Directors, Sales and Business Development Staff, Administrators, Supervisors, Engineers, Officers, Consultants, Inspectors, , Team Leaders, Policy Makers, Team Members, students and anyone with an interest in the subject to enhance their knowledge and value to their professional and personal life.



- عضو في مؤسسة محمد بن راشد لتنمية المشاريع الصغيرة والمتوسطة.
- معترف عليه من قبل هيئة المعرفة والتنمية البشرية في دبي
- عضو في غرفة تجارة وصناعة دبي.
- مرخص من قبل دائرة التنمية الإقتصادية في دبي.