



CENTRAL BANK OF EGYPT  
Egyptian Banking Institute

# Maximizing Productivity and Efficiency



A Partnership for Quality

## Interpersonal Skills



319-P26-CE



In-Class



8 hours

### Course Description:

The course is designed for all organization members seeking effective time management through various tools, techniques, and goal-setting strategies. Participants will gain control over their schedules and interactions, optimizing productivity in the workplace.

### Target Audience:

This course is designed for all staff within the organization, particularly junior-level employees seeking to enhance time management skills and improve overall efficiency and effectiveness in both work and life

### Course Objectives:

- Apply time management techniques effectively
- Use various methods for managing time at work.
- Apply delegation, assert refusal, and manage stress confidently

### Course Outline

#### Module 1: Managing Yourself

- Setting goals
- Making your goals SMART
- Planning and scheduling
- Evaluating priorities
- Analyzing your Time Map
- What is procrastination?

#### Module 2: Managing Your Work Environment

- Time bandits
- Dealing with e-mail
- Managing meetings effectively
- Filing and finding
- Dealing with paperwork

#### Module 3: Managing Delegation and Stress

- Delegation
- Say "NO"
- Manage stress effectively

### Assessment Strategy

Participants will be informally assessed based on their interaction during sessions and their participation in group exercises.

### Course completion will grant participants:

0.6 CEUs

### Course Language:

- Training Material: English
- Facilitation: Bilingual

### Prerequisites:

None