

Interpersonal Skills



319-P26-VE



Virtual



7 hours



EGP 2,275

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, 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:

- 40 % Assignments between sessions
- 60 % Participation
- 60 % Cut off score of total grades which is "100".

Course completion will grant participants:

0.6 CEUs

Course Language:

- Training Material: English
- Facilitation: Bilingual

Prerequisites:

None.