



Time & Stress Management.

February 21st & 22nd 2010 in Dubai.

Proven Strategies to radically increase workplace productivity.



The bad news is time flies... The good news is you're the pilot

Everybody has sixty seconds in a minute, sixty minutes in an hour and 24 hours in a day regardless of who you are or what you do. What makes the difference between success and failure is how you use those sixty minutes.

Delivered by ISM Training this intensive 2 day event goes beyond time management techniques, prioritising, planning, time analysis and goal setting to discover the next level of **total performance management** and take an in-depth look at working styles and the thought processes behind them.

"The whole programme was fantastic... the knowledge gained in 2 days would take me 2 years in real life" AbdulMajeed Abdeen, Q-Tel Qatar.

A Goal is a Dream with a Deadline

Based on research from previous courses, you will dramatically increase your ability to plan, prioritise and schedule each day which will increase workplace productivity. You will focus your time on the important rather than the urgent, manage distractions, link medium and long term plans to daily plans, set and achieve clear objectives, say 'No', procrastinate less, decide what is personally important, improve the work/life balance and influence your organisation's time culture.

This course will teach you how to;

- Be able to quickly and effectively plan and prioritise.
- Link medium term goals to daily plans.
- Control interruptions and overcome procrastination more effectively.
- Understand different working styles.
- Increase productivity through working smarter.
- Solve problems and hit deadlines with less stress.
- Manage and integrate paper and emails.
- Improve meetings, delegation and work-life balance.
- Have a personal action plan.



Before leaving the course each participant will create their own action plan of how they are going to implement the training in their workplace.



Course Content – 2 Days



Working Styles

Different behavioural work drives will be discussed and identified. The pros and cons of each style will be analysed and solutions to potential problems created.

Procrastination

The different types of procrastination will be examined and solutions identified to combat them.

Time Challenges

The difference between urgent and important work will be established, as well as the criteria used to decide on how different tasks should be prioritised. Discussions will be held to solicit ideas on how each individual could make better use of their time and practical solutions to challenges will be agreed upon.

Managing Performance

The vital importance of performance planning and performance management will be discussed. Each individual's key performance areas will be identified and they will then be given guidelines on how to set objectives for both themselves and their subordinates in each area of performance.

Setting Business Objectives

As individuals and as a team, objectives will then be set in each performance area. These will provide the basis for the organizations business goals over the next year, and all future interventions will be aimed at facilitating the achievement of these goals.

Teamwork

The importance of teamwork and the different team roles that people play will be examined. A self-analysis of each individual's strengths and weaknesses as a team member will be established.

Managing Meetings

Although meetings can be extremely useful, they are often mismanaged and can be a very inefficient use of time. The participants will learn how they can improve the quality of the meetings that they both attend and conduct.

Personal Organisation

The participants will learn a number of time and effort saving techniques designed to help them be more organised and disciplined in the workplace.

Individual Action Plan

Each participant will prepare an individual plan of action detailing how he or she intends to implement the learning that they have gained into their day-to-day work.



THE INSTITUTE OF SALES & MARKETING

The Instructor: STEVE HALLIGAN



As Managing Director of his own successful but hectic business Steve is only too aware of the challenges we all face in managing our time.

His highly energetic and clear communication style helps to make what can be very complex issues, simple and understandable with actionable ideas and recommendations. He has worked with multi-national, local companies and several government bodies.

With the research tools he has developed, Steve has a wealth of data and case studies to support his training interventions.

He has been an ISM course director for 5 years and in that time has taught various Time Management courses in regions such as Jordan, Saudi, Kuwait, Qatar and the UAE to everybody from Marketing Executives of small organizations to Managing Directors of Blue Chip companies in virtually every type of industry to great acclaim.

The trainer was fantastic, thank you all very much

Sushim Mukherjee
Executive Manager - Seven Seas Computers

A whole load of new skills and information all very practically based delivered superbly.

Hisham A Jalil Matter
Sales Representative Al Aweer Reinforcements, Bahrain.



**THE INSTITUTE OF
SALES & MARKETING**

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To: **Simon Parker**
Company: **ISM Training**
Fax Number:
From:

Time and Performance Management – A Two Day practical skills and tools based training course.

Course Application Form

Please reserve the following seat on the course:

Name:
Company:
Position:
Phone:
Fax:
Mobile:
Email:
P.O. Box:
Country:
City:
Nature of Business:
No. of years experience:
Area for which you are responsible (Circle) City/Country/Continent/Hemisphere/Globe

Number of places required: (Please tick the appropriate box or insert number required)
Currency is UAE Dirhams.

Individual	4,950 Dhs	<input type="checkbox"/>
Group (More than one)	4,550 Dhs	<input type="checkbox"/>

Name/position invoice should be addressed to:.....

Please Fax back the completed Form to + 971 (0) 4 345 3356
We will send you confirmation of your booking and further details.
Thank you.