



Training Course	Planning and Organizing Own Work
Course Language	English
Course Duration	Total Number of hours: 18 hours Days: 3 consecutive days Time: 8am – 2pm
Course Objectives	To learn how to prioritize work and manage tasks effectively in order to meet deadlines, goals and deliverables. To implement efficiency to work smarter but not harder and improve professional work brand.
Course Content	Course Key Topic Area Includes: <u>Day 1:</u> <ul style="list-style-type: none">• The mind and our efficiency• The body and our efficiency• Understanding habits & discovering triggers• Fundamentals of planning the work day – The PAMeLa Planning model• Introduction:<ul style="list-style-type: none">○ Part 1: Plan○ Part 2: Act○ Part 3: Measure○ Part 4: Learn <u>Day 2:</u> <ul style="list-style-type: none">➤ Part 1: Plan<ul style="list-style-type: none">✓ Establishing priorities when planning✓ Brainstorming tasks when planning✓ Overcoming constraints while planning➤ Part 2: Act<ul style="list-style-type: none">✓ Establishing new routines (am & pm)✓ Building time-block micro routines✓ Creating effective to-do-lists and goal's checklists



Course Content	<ul style="list-style-type: none">➤ Part 3: Measure<ul style="list-style-type: none">✓ How to set qualitative measurements✓ Mistakes in measuring✓ How to reschedule to stay on track➤ Part 4: Learn<ul style="list-style-type: none">✓ Improve time estimates and work routines✓ Prioritize workload and master the daily schedule <p>Day 3:</p> <ul style="list-style-type: none">• How to set smart goals• How to meet deadlines and improve your work brand• How to keep motivation and increase productivity• How to manage time-wasters
Learning Outcomes	<p>At the end of the program the trainees will be able to:</p> <p>Will become competent in managing their work day efficiently to meet the objectives of their work load and excel in their different roles.</p>
Target Audience	Participants who are employees and responsible for deliverables, deadlines, meeting objectives and different tasks.
Course Material	Individual work, group work and partner activities.
Instructor Details & Brief Instructor Bio	<p>Name: Rola Mneimne</p> <p>Rola is an adult training and development specialist with 10 years of experience in the field. She has a degree in Adult Training and Development from York University, in Toronto, Canada, and a bachelor's degree in Organizational Psychology from Concordia University, in Montreal, Canada. Both disciplines' focus is on the study of human behavior in the workplace and how best to optimize performance to increase motivation, production, loyalty and improve the bottom line.</p> <p>Rola founded her own company in leadership, HR management and soft skills training that serves clients in North America and the Middle East. She has recently moved to Doha, Qatar and is offering courses to clients locally.</p>
Course Fees	<p>QAR 3000</p> <p>15% discount on online registration and payment.</p> <p>15% corporate discount for 4 or more participants.</p>