

EFFECTIVE TIME MANAGEMENT

(Wednesday) 19th February 2025 (1 Day)

09:00AM - 03:00PM

In-person @ UIC premises

Arabic/material in English

FEES FOR UIC MEMBERS
KWD 95

FEES FOR NON-MEMBERS
KWD 125



Oraib Al Faouzan

Introduction:

In today's fast-paced world, managing time and energy effectively is a critical skill for achieving personal and professional success. This training program, Effective Time Management, is designed to equip participants with proven strategies for optimizing productivity, setting and achieving meaningful goals, and managing stress and emotions in the workplace. Through interactive activities and practical tools, participants will learn how to identify time drains, prioritize tasks, enhance emotional intelligence, and build resilience to thrive under pressure. This comprehensive approach ensures a balance between productivity and well-being, empowering participants to take control of their time and energy with confidence.

Target Audience:

- Executive and Leadership
- Analysts and Research Professionals
- Business Development and Relationship Management Teams
- Operations and Compliance Teams
- Support and Administrative Staff
- Traders and Market Professionals
- Advisory and Consulting Professionals
- All Staff



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Objectives:

- Equip participants with tools and skills to manage time and energy effectively.
- Teach participants how to set clear and achievable goals using SMART goals methodology.
- Enable participants to prioritize tasks and utilize appropriate tools for better productivity.
- Help participants manage their emotions and stress by enhancing self-awareness and emotional intelligence.
- Provide practical strategies for conducting efficient and productive meetings.

Outline:

Module 1: Understanding Time and Energy Management

- Introduction to the importance of time and energy management in the corporate environment.
- Identifying common time and energy drains.
- Activity: Time and Energy Audit – Participants assess how they currently allocate time and energy.

Module 2: Effective Goal Setting with SMART Goals

- Explanation of SMART (Specific, Measurable, Achievable, Relevant, Time-Bound) goals framework.
- Practical steps to create and implement SMART goals.
- Activity: SMART Goals Exercise – Participants create SMART goals related to their work tasks.

Module 3: Prioritization and Task Management

- Techniques for prioritizing tasks based on importance and urgency.
- Introduction to task management tools and methodologies (e.g., Eisenhower Matrix, Pomodoro Technique).
- Activity: Prioritization Simulation – Participants engage in a role-play scenario where they must prioritize tasks effectively.

Module 4: Emotional Intelligence and Self-Management

- Exploring the five components of emotional intelligence.
- Strategies for self-awareness, self-regulation, and self-motivation.
- Activity: Self-Reflection Journaling – Participants journal about a recent work situation where emotions played a role.

Module 5: Stress Management and Resilience

- Understanding the impact of stress on performance and well-being.
- Stress management techniques: mindfulness, deep breathing, time-blocking.
- Building resilience to handle workplace challenges.
- Activity: Stress Reduction Techniques – Participants practice mindfulness and stress reduction exercises.



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Expert's Profile: Oraib Al Faouzan

A growth-focused language, leadership, and mindset coach. Coach Oraib Al-Fozan holds a PCC certification via ICF, Certified Business Coach via Evercoach -Mindvalley, CoachME Executive, Board, Teams & Systems coach via BeckettMcinroy, Certified TAP360 Assessor via BeckettMcinroy, bachelor's degree of English Language & Literature, MSc Candidate in Psychology and experienced training facilitator.