



Management Training Courses

Course: Time Management and Personal Effectiveness

Code	City	hotel	Start	End	Hours	price
564	Zurich (Switzerland)	Hotel Meeting Room	2026-02-02	2026-02-06	25	5450 €

Content

Day One : Dimensions of Time Management & Personal Effectiveness

- Programme introduction and objectives
- Action planning and enhancing personal and team effectiveness
- Making the most of office technology
- Chronistic intelligence
- Time-stealers and costs of poor time management
- Priority setting - rational and emotional approaches
- Ten principles of effective time management
- Handling and making requests
- Behavioural analysis and time management

Day Two : Personal Planning Systems/ Interruptions/Project

Planning/Stress

- Getting the best from diaries and to-do lists
- Proactive planning to meet key responsibilities
- Developing time-based planning - daily, weekly, monthly plans etc
- Handling interruptions - developing a time sensitive culture
- Planning project-type work
- Principles of Critical Path Analysis and implications for priority setting



- Understanding stress
- Managing stress in self and others
- Dealing with change – taking and getting a positive response

Day Three : Getting the Best from Other People/Communication /Meeting Skills

- Delegation – giving and receiving
- Team-working and team building
- Improving communication and working relationships
- Assertiveness
- Effective and efficient meetings – ‘everybody’s a chairbody’

Day Four : Office Ergonomics/ Managing Information/ Efficient Reading & Writing

- Optimising the office environment
- Handling the paper-load and developing paperless systems
- Managing e-mails
- Improving the efficiency of management reporting
- Using and developing relational databases
- Business writing and the principles of ‘rapid composition’
- Rapid and efficient reading – digesting and retaining information
- Mind-mapping

Day Five : Developing Creativity/Continuous Improvement/ Self-Development

- Developing creativity in self and others
- How the brain works and creative thinking techniques
- Developing a culture of continuous improvement



- Implementing change initiatives
- Influencing skills – making a case and managing the ‘politics’
- Continuing professional development – a proactive approach
- Programme review and action plans



The Scandinavian Academy for Training and Development adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training and Development.

Program Timings:

- 9:00 AM to 2:00 PM in Arab cities.
- 10:00 AM to 3:00 PM in European and Asian cities.

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.