

## MANAGEMENT/ADMINISTRATION

Time Management Certification

Planning and organising your work is a vital skill to productivity. Setting priorities and delegating where appropriate is crucial to performance. This time management course is designed for people who want to improve managing themselves, and their time. You will learn how to plan, prioritise and be organised. You will also be able to set realistic goals integrated with your personal goals and company goals. The course provides tools for effective time management for yourself, whether you are a team member or team leader.

Certification Issued By

**Leadership & Management Global Organization (LMGO - Switzerland)** The Leadership and Management Global Organization (LMGO ®) is a global provider of leadership development and management research and certifications. Ranked among the world's top providers of executive accreditation and standardization, LMGO helps clients leverage leadership and management to drive results that matter.

Membership Benefits

**High Authority Council for Arab Managers HACAM** believes that this certificate will be a valuable resource for professionals within the Arab world in order to understand how these and other processes for organizational improvement are interrelated. HACAM provides training program in the Middle East and targets Managers of quality-focused organizations/industries, professionals aiming to increase their effectiveness/ productivity and anyone interested in the field of quality.

Who Should Attend?

All people wishing to improve their skills in managing themselves more effectively and, ultimately, their results.

Learning Outcome

- ✓ Set goals that are SMART (Specific, Measurable, Actionable, Realistic, Timely)
- ✓ Ensure goals are integrated between the organisation, team leader and team members
- ✓ Use a system for prioritising goals and tasks
- ✓ Delegate as part of teamwork
- ✓ Prepare work schedules and learn to prioritise according to importance and urgency
- ✓ Improve productivity for self and others through effective time management techniques

Course Parts

- ✓ How to set realistic goals (SMART)
- ✓ Integrating personal goals with company goals
- ✓ Prioritising work goals
- ✓ Deciding when to delegate
- ✓ Organising work schedules for self and team
- ✓ Effective time management strategies

How To Register?

- ✓ [Register Online](#) or
- ✓ Fill-up the [registration form](#) and visit the Institute, with the following requirements then pay the necessary fees.
  - passport copy
  - 1 copy of passport size photo
  - eligible certificate copy

Contact Us

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