

Planning and time management

Workshop Title:	Planning and time management		
Presenter:	Dr Ghada Angawi		
Target Audience	Employees at basic levels	Time Required	2-3 days of full time
Category:	<input checked="" type="checkbox"/> Corporate Culture	<input type="checkbox"/> Customer Loyalty	<input checked="" type="checkbox"/> Employee Engagement
	<input checked="" type="checkbox"/> Etiquette & Professionalism		<input checked="" type="checkbox"/> Process Improvement
Format(s):	<input checked="" type="checkbox"/> Live, Video Recorded	<input checked="" type="checkbox"/> eLearning only	<input checked="" type="checkbox"/> Blended Learning

WORKSHOP DESCRIPTION and EXPECTED LEARNING OUTCOMES:

The workshop

This workshop is a blend between personal leadership of own time/life and work/career goals. It benefits from principles of what it means to be effective and from the long well-known strategies of managing time through conventional and unconventional methods. The workshop focuses on developing a customize personal plan for each participant that brings their best creative self and motivation in the process. Capitalizing on some of the Emotional Intelligence competencies, it uses individualized long-term vision and noble goals to mobilize participants into better productivity.

This workshop operates through developing the following skills:

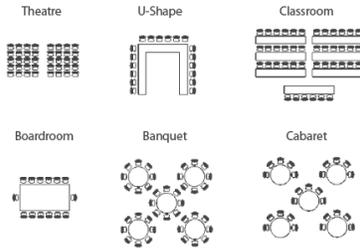
1. Personal vision, goals and own values recognition as a regulator for time.
2. The art of goal setting for measurable results.
3. Developing a life strategy.
4. Cascading work goals into objectives and tasks with time lines.
5. Using simple project management tools to capture progress and evaluate.
6. Identifying your personal obstacles and working to resolve them.
7. Customizing an action plan for personal time management.
8. Identifying team preferences for planning and project deadlines.
9. Empowering team performance without leading the team.
10. Moving forward and continuing learning as a team member.

PRESENTER BIOGRAPHY:

Dr Ghada Angawi has been training and coaching leaders in cross cultural organizations for the past 17 years. She started her career in training with Steven covey as the facilitator of 'the 7 habits of highly effective people' and 'what matters most'. She then spent years learning positive psychology and mastered NLP tools for coaching change. Her work in her doctoral thesis was focused on effective roles of leadership during strategic decision making in higher education organizations. She is a founding member for the International Coach Federation ICF in Saudi Arabia and an active member in Connecticut ICF chapter with an ACC credential. She is also an Emotional Intelligence EQ assessor and a CCA Cultural Intelligence (CQ) Center Advanced trainer and assessor CQ.

PREFERRED ROOM SETUP:

<input type="checkbox"/> Theatre	<input type="checkbox"/> U-Shape
<input checked="" type="checkbox"/> Banquet	<input checked="" type="checkbox"/> Cabaret
<input type="checkbox"/> Classroom	<input type="checkbox"/> Boardroom
<input type="checkbox"/> Other: Chairs and no tables freely flowing.	



PRESENTATION/MEETING ROOM REQUIREMENTS:

#	ITEM	#	ITEM	#	ITEM	#	ITEM
✓	Flipchart	✓	Markers		Presenter Mic	✓	Data/Video Projector
✓	Flipchart Stand		Whiteboard		Audience Mic	✓	Presenter Internet Access
	Podium	✓	Screen	✓	Power Strip	✓	Participant Internet Access
	Other Requirement(s):						