



Management And Leadership

Teamwork and Time Management

Course Introduction

In order to complete projects within the deadline or time limit, there is a glaring need for professionals to work together. Accordingly, refining personal time management skills is a must to guarantee professional success and productivity. The ability to manage time and become a team player is a critical ingredient to any project's success.

This training course is designed to provide participants with the key principles of effective time management, work planning, teamwork and collaboration. This course will discuss various principles and highlight best practices to enhance time management and become a team player that contributes to the success of the organization.

Target Audience

- Team Leaders and Supervisors
- Managers Across All Levels
- Project Managers and Coordinators
- HR Professionals Focused on Team Development
- Employees in Cross-Functional or Collaborative Roles
- Professionals Looking to Improve Time Management and Productivity
- Team Members Working in Traditional, Self-Directed, or Virtual Teams
- Professionals Handling Multiple Priorities or Tight Deadlines
- Entrepreneurs and Business Owners Managing Teams and Workflows
- Consultants and Trainers Specializing in Team Building or Productivity
- Administrative Professionals Managing Office Systems and Tasks
- Professionals Interested in Improving Collaboration Skills
- Change Managers Driving Team Engagement and Results
- New Team Leaders Transitioning into Leadership Roles
- Professionals Working in Agile or Fast-Paced Environments.

Learning Objectives

By the end of this training course, participants will be able to:

- Learn how to obtain greater results on time through planning, prioritising and delegating work.
- Effectively organise tasks, workflow and work systems to have an effective and efficient office
- Recognize the situations and habits that hinder their performance and identify techniques to overcome them
- Develop an in-depth understanding of what a team is and how to become a team player.
- Identify team skills and dynamics.
- Recognize the importance of engagement and collaborative to a high-performing team.
- Manage and motivate others around them to achieve the synergy of a great team.

Course Outline

• 01 Day One

Time Management: Getting Organised with Your Time, Tasks and Office Systems

- Assess your productivity and identify areas for improvement
- Activity logs, effective to-do lists and action programs
- Managing your workflow, files, emails and office effectively
- Prioritising events using the urgent/important matrix
- Using leverage to get a greater return from your effort

Planning, Prioritizing and Delegation

- Multiple applications for Mind mapping, and creating your first one
- Utilising Gantt charts for sequencing events in project work
- Effective scheduling – planning to make the best use of your time
- Goal setting and meeting multiple deadlines
- Assessing your delegating skills and improving effectiveness

Overcoming Challenges in Time, Task, Work Planning

- Managing interruptions and minimizing distractions
- Dealing with late, disorganized or difficult people
- Managing conflicting priorities and last-minute changes
- Understand procrastination and develop strategies to overcome it
- Running productive team meetings and making group decisions

• 02 Day Two

Teamwork and Productivity

- What is team productivity?
- Types of teams
- The traditional, self-directed and virtual teams
- Characteristics of Teams
- Characteristics of Productive Teams
- High-performing Teams and its Characteristics

Team Engagement

- Why teams succeed?
- Why teams fail?
- Activities for Team engagement
- Handling Team Meetings
- Brainstorming in teams
- Solving problems as a Team
- Building Consensus
- Sharing learnings and wisdom in the team

• 03 Day Three

Collaboration at Work

- What is collaboration?
- Key characteristics of collaboration and what this means in practice
- Benefits of collaboration for the individual and organisation
- How to empathize with team members for engagement and connection
- How to exercise collaboration in a team?

- Fostering trust to get the most out of all contributions
- Avoiding pitfalls that hinder collaborative working

Achieving Results through Teamwork

- Leading teams and improving their effectiveness
- Develop vital, effective communication skills
- Applying Emotional Intelligence to improve relationships
- The art of concise clear conversations
- Listening and giving feedback

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 20, 2025	April 22, 2025	3 days	3250.00 \$	KSA - Riyadh
Aug. 18, 2025	Aug. 20, 2025	3 days	3250.00 \$	UAE - Abu Dhabi
Oct. 27, 2025	Oct. 29, 2025	3 days	3250.00 \$	UAE - Dubai