



Global Professionals Institute for Training
معهد المحترفون العالميون للتدريب الأهلي

Global Professionals Institute for Training معهد المحترفون العالميون للتدريب الأهلي

Time Management for Leaders



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Introduction

Time management is essential for effective leadership, allowing leaders to focus on high-impact tasks and make the best use of their resources. This course helps leaders develop advanced time management skills to prioritize effectively, delegate wisely, and reduce stress. Through practical exercises, tools, and techniques, participants will learn to maximize productivity, enhance focus, and achieve better work-life balance, ultimately leading to improved team performance and personal satisfaction.

Course Objectives:

- ✓ Understand the principles of time management and its importance for leaders.
- ✓ Learn to set priorities and focus on high-impact tasks.
- ✓ Develop strategies to minimize distractions and improve concentration.
- ✓ Gain tools for efficient planning, scheduling, and task delegation.
- ✓ Improve work-life balance by managing time and energy effectively.



965 99713141
965 55661069



Info@gpitraining.com
www.gpitraining.com



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Who should attend?

- ❖ Team leaders and managers looking to enhance productivity.
- ❖ Project managers managing multiple tasks and deadlines.
- ❖ Executives and business owners seeking to optimize their time.
- ❖ Emerging leaders aiming to develop time management skills for future roles.

Program Syllabus

First Day

- Introduction to Time Management for Leaders
- Setting Clear Goals and Objectives
- Prioritization Techniques for Leaders
- Planning and Scheduling for Maximum Productivity



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Second Day

- Identifying and Eliminating Time Wasters
- Delegation Skills
- Creating Boundaries and Saying No
- Batch Processing and Task Grouping

Third Day

- The Power of Focus and Concentration
- Time Management Tools and Technologies
- Managing Meetings Efficiently
- Stress Management and Time Management



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Fourth Day

- Procrastination and How to Overcome It
- Building Effective Routines and Habits
- Energy Management for Leaders
- Work-Life Balance and Boundary Setting

Fifth Day

- Goal-Setting and Time Management Alignment
- Time Management for Remote and Hybrid Teams
- Continuous Improvement in Time Management
- Developing a Personal Time Management Action Plan



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Program Methodology

A highly interactive combination of lecture and discussion sessions will be managed to maximize the amount and quality of information, knowledge and experience transfer. The sessions will start by raising the most relevant questions, and motivate everybody finding the right answers. The attendants will also be encouraged to raise more of their own questions and to share developing the right answers using their own analysis and experience. Course material through power point equipped with necessary animation, learning videos, and general discussion to provide participants with full understanding concerning the subject course will be provided.

Percentage of Delivery Methodologies

50% Presentation

20% Group & Individual Exercises

20% Case Studies

10% Active Movies and Videos

العرض المالي

السعر	مكان الانعقاد	تايخ الانعقاد	مدة البرنامج
1500kd	Amsterdam	16-20 february 2025	5 days

تفاصيل التكلفة :

- المحاضرة العلمية ❖
- المادة العلمية ❖
- الشهادات ❖
- بوفيه خفيف ❖



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