

Course Details

Course Title: Productivity Excellence Fundamentals

Course date: To Be Confirmed

Location: Amman Jordan and Venue to be finalized

Fees: €3000 includes

- Training materials
- Coffee break
- Lunch
- One free consultation (30 min) within the first 30 days after training

Productivity excellence workshop

Productivity excellence workshop is designed and conducted by Dr. A. Hammad, a Global Performance Excellence Practitioner and Advisor with more than 25 years of experience in working with fortune 500 companies across Europe, Americas, China, India and MENA to achieve major productivity gains that delivered bottom-line results in a short cycle time.

Participants in this hands-on workshop will learn the key skills, techniques, strategies and behaviours to achieve a significant productivity increase at workplace and also improve their work-life balance.

Why attend Productivity excellence workshop?

- Do You arrive early before working hours and also stay longer most of the times?
- Do you work over the week-end?
- Do you always feel that no enough hours to accomplish your tasks?
- Have you been in a situation where you don't know what is your next task?
- Are deadlines being missed because employees can't complete their tasks on time?
- Have you been in meetings that were not productive and created more distraction and chaos?

If you answered yes to any of the above questions, then you definitely need to attend this workshop

Workshop Duration

This is a 5-days workshop from 9:00 am to 2:00 pm each day

Who should attend?

Productivity Excellence workshop is useful to anyone who desires to manage his/her time in an efficient and effective manner and move from firefighting mode to a proactive mode. Also

At the end of this workshop participant will learn:

- How to Enhance your productivity and boost your performance
- How to Boost your productivity by developing a SMART Goal and objectives
- The techniques for determining what is important and what is not and the tools for keeping track on tasks
- How to define and eliminate non-value added activities in your daily tasks by understanding the difference between Value, Required waste and Pure waste
- Create an efficient structure (Standard Work) around your daily, weekly and monthly tasks
- How to effectively respond to random unpredicted events
- Prioritize and focus on high value tasks that drives productivities
- Improve workflow and time management
- Provide a framework for saying "No" and effectively manage daily tasks
- How to eliminate the waste associated with of poor communication
- How to prepare and run effective and efficient meetings
- Be motivated, creative and proactive
- Think different and Have Fun!