



المركز الطبي الدولي
International Medical Center



الأكاديمية
The Academy

TIME MANAGEMENT *and* INTERPERSONAL SKILLS



Tue-Wed, June 28-29, 2022

6:00 pm - 9:00 pm

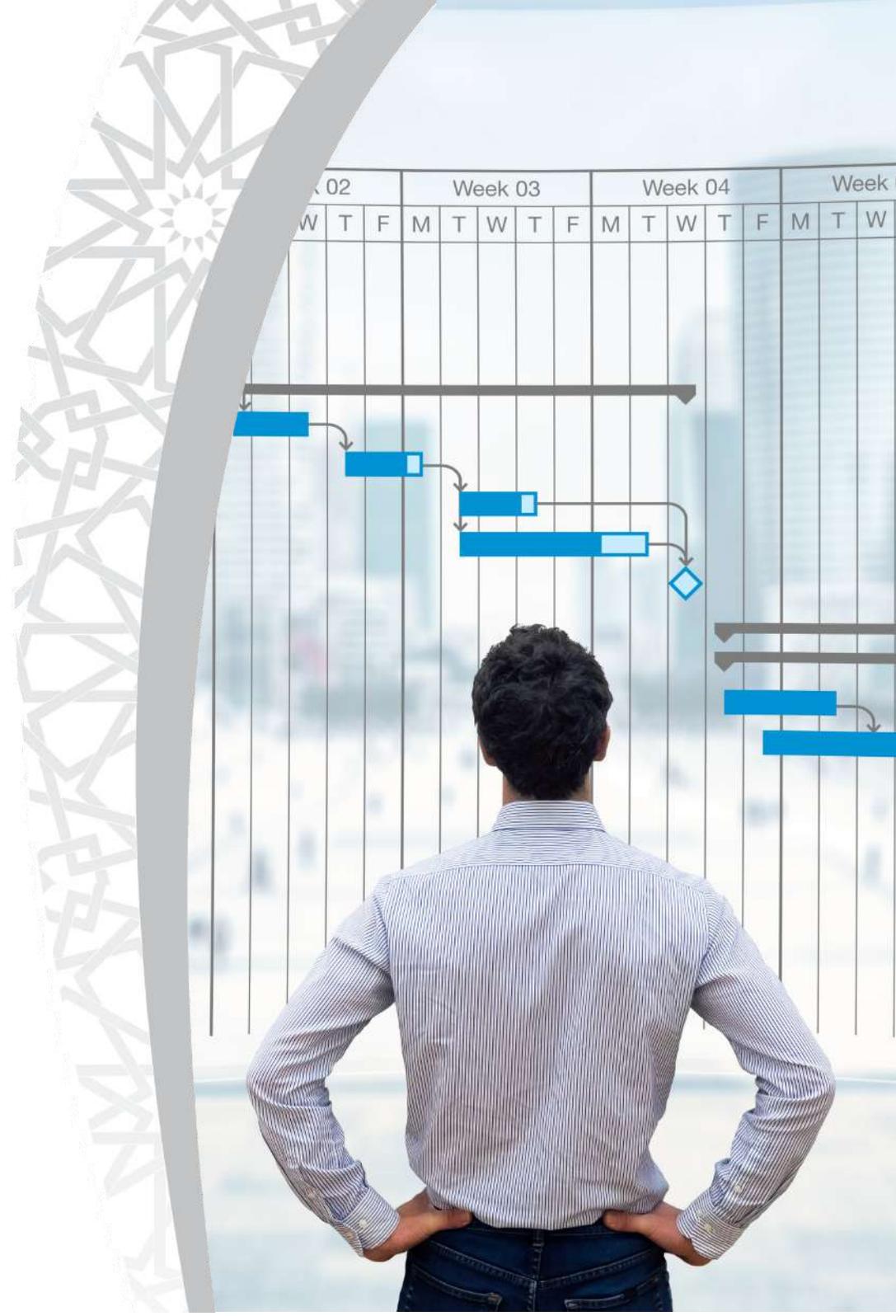
Online Session via  zoom

 **FREE REGISTRATION**
 **AUDIENCE: IMC STAFF**

Scan to Register or click the link



<https://www.imcacademy.net/signup>



Objectives:

Participants of the course will learn how to stay focused on time under pressure, reduce precious time loss, analyze current work practices, time consumption, and generate options for managing their strategic workload effectively through the communication and interpersonal skills.

Outline:

Attitude towards Time

- How different do people look at the time and what are the implications of this?
- What mental techniques can you use to increase your productivity?
- What is the impact of perfectionism on your productivity and how can you manage it?
- What stops you from starting a task and how can you overcome it?
- What techniques can you use to avoid procrastination?
- How to take advantage of "dead time"?
- How to free your mind from thinking continuously about critical tasks?
- How can you optimize your day based on your capabilities and your workload?

Planning

- How to set goals systematically to maximize your productivity?
- How to set your mission statement based on everything you do in life?
- Which planning style is better?
- How do brainstorm?
- How to plan if you don't like planning?
- What is a bottom-up and top-down approach to productivity?
- What is the best way to plan in meetings to make the best use of time and produce a good plan?

Organizing

- How to organize your physical and digital environments?
- What reference system works best and what it's critical qualities?
- What tray system works best?
- What calendar system works best?
- How to take advantage of GTD principles (Getting Things Done) to organize your life?
- How to set up and use your calendar using the latest methodologies such as GTD?
- How do priorities your tasks based on urgency and importance?
- How to use GTD with Microsoft Outlook?

Dealing with People and interpersonal skills.

- How to say "No" and be loved for it?
- How many ways do say "No" and what are the advantages and disadvantages of each type?
- How to deal with interruptions politely and stay in control?
- How do delegate to increase your productivity?
- How many different ways can you delegate and when should you use each style?
- How to handle phone interruptions?
- How to "engineer" your environment to minimize interruptions?

For Further Information, Registration & Payments:

Please feel free to contact us at below listed details, it will be our pleasure to serve you from Saturday to Thursday, 8am - 5pm.

Ms. Reem Khayat

IMC Academy Staff Training & Development Specialist

Telephone: +966 9200 2 7778 then press #3

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- Certificates of attendance will be received through Academy System
- 10% discount for all the Silver Membership Card holder

Organized by:

The Academy, Internal Medical Center



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