



Time Management & Productivity: Advanced Level

Leadership & Management

QGT-LEA-130 | Advanced | 5 or 10 days | Online, classroom, in-house

Course overview

Time Management & Productivity: Advanced Level is an advanced programme for experienced practitioners in Time Management & Productivity. It covers the principles, the requirements of leading management research and international best practice, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Time Management & Productivity
- Apply the relevant requirements of leading management research and international best practice
- Apply advanced analysis methods to real operating data
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for executives, managers, team leaders and high-potential staff with at least three years of experience.

Course outline (5 days)

Day 1: Core principles revisited

Fast review and recent changes in leading management research and international best practice

Day 2: Advanced analysis methods

Detailed techniques, data interpretation and calculations

Day 3: Design and performance optimisation

Improving reliability, efficiency and cost

Day 4: Troubleshooting complex cases

Diagnosing multi-cause problems from field data

Day 5: Risk, decisions and integration

Building a risk-based plan and presenting recommendations

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
1–12 Mar 2027	Brussels	Classroom	10 days	\$9,900
22–26 Mar 2027	Dubai	Classroom	5 days	\$5,500
27 Jun – 8 Jul 2027	Jeddah	Classroom	10 days	\$9,900
5–9 Sep 2027	Al Khobar	Classroom	5 days	\$5,500
8–19 Nov 2027	Online (live)	Online (live)	10 days	\$5,500
6–17 Feb 2028	Dammam	Classroom	10 days	\$9,900
14–18 Feb 2028	Bangkok	Classroom	5 days	\$5,500
16–27 Apr 2028	Salalah	Classroom	10 days	\$9,900
21–25 Aug 2028	Marrakech	Classroom	5 days	\$5,500
20 Nov – 1 Dec 2028	Online (live)	Online (live)	10 days	\$5,500
15–26 Jan 2029	Vienna	Classroom	10 days	\$9,900
19–23 Feb 2029	Berlin	Classroom	5 days	\$5,500
26 Feb – 9 Mar 2029	Istanbul	Classroom	10 days	\$9,900
6–10 Aug 2029	Accra	Classroom	5 days	\$5,500
10–21 Sep 2029	Online (live)	Online (live)	10 days	\$5,500
1–12 Apr 2030	Barcelona	Classroom	10 days	\$9,900
7–11 Apr 2030	Sharm El Sheikh	Classroom	5 days	\$5,500
12–23 May 2030	Algiers	Classroom	10 days	\$9,900
16–20 Jun 2030	Dammam	Classroom	5 days	\$5,500
12–23 Aug 2030	Online (live)	Online (live)	10 days	\$5,500

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/time-management-and-productivity-advanced-level/>

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