



Time Management & Productivity

Leadership & Management

QGT-LEA-109 | Foundation | 5 or 10 days | Online, classroom, in-house

Course overview

Time Management & Productivity is an introduction that builds a solid working knowledge 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
- Use practical tools, checklists and calculations with confidence
- 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, new joiners and anyone who needs a solid grounding in the subject.

Course outline (5 days)

Day 1: Principles and terminology

Scope, key definitions and how Time Management & Productivity fits into daily operations

Day 2: Codes, standards and requirements

What leading management research and international best practice require, and how to read them

Day 3: Methods, tools and calculations

Step-by-step methods, checklists and worked examples

Day 4: Operation, inspection and common problems

Typical failures, warning signs and what to do about them

Day 5: Case studies, workshop and assessment

Group exercise on real cases and a final knowledge check

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
10–14 May 2027	Marrakech	Classroom	5 days	\$5,500
30 May – 10 Jun 2027	Al Khobar	Classroom	10 days	\$9,900
26–30 Jul 2027	Baku	Classroom	5 days	\$5,500
27 Sep – 8 Oct 2027	Milan	Classroom	10 days	\$9,900
29 Nov – 3 Dec 2027	Online (live)	Online (live)	5 days	\$3,000
13–17 Mar 2028	Munich	Classroom	5 days	\$5,500
10–21 Apr 2028	Manchester	Classroom	10 days	\$9,900
16–20 Jul 2028	Algiers	Classroom	5 days	\$5,500
31 Jul – 11 Aug 2028	Cape Town	Classroom	10 days	\$9,900
23–27 Oct 2028	Online (live)	Online (live)	5 days	\$3,000
15–19 Jan 2029	Madrid	Classroom	5 days	\$5,500
12–23 Feb 2029	Prague	Classroom	10 days	\$9,900
5–9 Mar 2029	Tunis	Classroom	5 days	\$5,500
17–28 Sep 2029	Beirut	Classroom	10 days	\$9,900
8–12 Oct 2029	Online (live)	Online (live)	5 days	\$3,000
21–25 Jan 2030	Johannesburg	Classroom	5 days	\$5,500
3–14 Mar 2030	Erbil	Classroom	10 days	\$9,900
15–19 Apr 2030	Athens	Classroom	5 days	\$5,500
16–27 Jun 2030	Amman	Classroom	10 days	\$9,900
1–5 Jul 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

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

WhatsApp: +971 50 697 0908

Email: training@qimmatrainig.com

