



Time Management & Productivity Masterclass

Leadership & Management

QGT-LEA-172 | Masterclass | 5 or 10 days | Online, classroom, in-house

Course overview

Time Management & Productivity Masterclass is a senior-level masterclass on strategy and performance 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
- Build a business case and roadmap their leadership team can act on

Who should attend

Designed for executives, managers, team leaders and high-potential staff in senior and leadership roles.

Course outline (5 days)

Day 1: Strategic view of Time Management & Productivity

Trends, regulation and what leading companies do differently

Day 2: Benchmarking and performance

KPIs, maturity models and gap analysis

Day 3: Lessons from major incidents and projects

Decision points that changed outcomes

Day 4: Leading the change

Building the business case, budget and team capability

Day 5: Masterclass forum

Expert panel, peer exchange and personal roadmap

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
24–28 Jan 2027	Riyadh	Classroom	5 days	\$5,500
29 Mar – 9 Apr 2027	Tbilisi	Classroom	10 days	\$9,900
4–8 Apr 2027	Dammam	Classroom	5 days	\$5,500
16–27 Aug 2027	Beirut	Classroom	10 days	\$9,900
11–15 Oct 2027	Online (live)	Online (live)	5 days	\$3,000
17–21 Jan 2028	Paris	Classroom	5 days	\$5,500
31 Jan – 11 Feb 2028	London	Classroom	10 days	\$9,900
28 Feb – 3 Mar 2028	Edinburgh	Classroom	5 days	\$5,500
28 May – 8 Jun 2028	Dammam	Classroom	10 days	\$9,900
23–27 Oct 2028	Online (live)	Online (live)	5 days	\$3,000
2–6 Apr 2029	Istanbul	Classroom	5 days	\$5,500
22 Apr – 3 May 2029	Alexandria	Classroom	10 days	\$9,900
23–27 Jul 2029	Budapest	Classroom	5 days	\$5,500
19–30 Nov 2029	Singapore	Classroom	10 days	\$9,900
3–7 Dec 2029	Online (live)	Online (live)	5 days	\$3,000
18–22 Mar 2030	Singapore	Classroom	5 days	\$5,500
22 Jul – 2 Aug 2030	Casablanca	Classroom	10 days	\$9,900
11–15 Aug 2030	Alexandria	Classroom	5 days	\$5,500
7–18 Oct 2030	Cape Town	Classroom	10 days	\$9,900
18–22 Nov 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-masterclass/>

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