



Time Management & Productivity: Practical Workshop

Leadership & Management

QGT-LEA-151 | Practical workshop | 5 or 10 days | Online, classroom, in-house

Course overview

Time Management & Productivity: Practical Workshop is a hands-on workshop built around exercises and real site problems 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 who want practice rather than theory.

Course outline (5 days)

Day 1: Workshop briefing and baseline

Participants bring a real problem from their own site

Day 2: Guided practice 1

Hands-on exercises using templates, checklists and calculators

Day 3: Guided practice 2

Simulations and role-play based on Time Management & Productivity scenarios

Day 4: Field cases from the Gulf and Africa

Analysing what went wrong and what worked

Day 5: Action plan and peer review

Each participant leaves with a reviewed improvement plan

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
28 Feb – 4 Mar 2027	Doha	Classroom	5 days	\$5,500
11–22 Jul 2027	Algiers	Classroom	10 days	\$9,900
27 Sep – 1 Oct 2027	Madrid	Classroom	5 days	\$5,500
1–12 Nov 2027	Tbilisi	Classroom	10 days	\$9,900
15–19 Nov 2027	Online (live)	Online (live)	5 days	\$3,000
4–8 Jun 2028	Cairo	Classroom	5 days	\$5,500
12–23 Jun 2028	Copenhagen	Classroom	10 days	\$9,900
3–7 Sep 2028	Muscat	Classroom	5 days	\$5,500
9–20 Oct 2028	Berlin	Classroom	10 days	\$9,900
6–10 Nov 2028	Online (live)	Online (live)	5 days	\$3,000
26–30 Mar 2029	Abu Dhabi	Classroom	5 days	\$5,500
7–18 May 2029	Munich	Classroom	10 days	\$9,900
30 Jul – 3 Aug 2029	Milan	Classroom	5 days	\$5,500
5–16 Aug 2029	Jeddah	Classroom	10 days	\$9,900
3–7 Dec 2029	Online (live)	Online (live)	5 days	\$3,000
28 Jan – 1 Feb 2030	Copenhagen	Classroom	5 days	\$5,500
3–14 Jun 2030	Baku	Classroom	10 days	\$9,900
17–21 Jun 2030	Kuala Lumpur	Classroom	5 days	\$5,500
4–15 Nov 2030	Madrid	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-practical-workshop/>

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