

Time Management and Productivity Training Course

Manama (Bahrain)

25 - 29 October 2026

UK Training

PARTNER



Time Management and Productivity Training Course

Code: LM32 From: 25 - 29 October 2026 City: Manama (Bahrain) Fees: 4200 Pound

Introduction

In today's fast-paced and competitive business environment, mastering time management skills is not just an advantage—it's a necessity. But what is time management exactly, and why is time management important both personally and professionally?

This comprehensive time management course is designed to empower participants with actionable time management strategies and practical tools that help them make the most of their time, reduce stress, and significantly improve productivity. From setting clear priorities to using the most effective time management techniques, this training offers the roadmap to better performance, focus, and results.

Participants will learn how to manage time effectively, eliminate distractions, and build lasting habits that enhance both personal and professional success. This is more than just a time management training—it's a transformational experience.

Course Objectives

By the end of this course, participants will be able to:

- Understand the definition of time management and its impact on performance.
- Identify and eliminate time-wasting activities.
- Learn how to improve time management skills using proven frameworks.
- Master the art of goal setting using SMART criteria.
- Apply time quality management techniques to maximize daily output.
- Utilize digital tools like Trello, Asana, and Notion for optimal task organization.
- Develop a customized personal time management plan for sustained productivity.

Course Outlines

Day 1: Introduction to Time Management and Goal Setting

- Time management definition and its role in success.
- The connection between time management and productivity.
- Principles of effective time management.
- Creating SMART goals Specific, Measurable, Achievable, Relevant, Time-bound.
- Identifying both short-term and long-term personal/professional goals.

Day 2: Prioritization and Task Management

- How to prioritize tasks using tools like the Eisenhower Matrix and ABC Analysis.
- Distinguishing between urgent and important activities.
- Delegation skills and their impact on productivity.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a gold pawn behind it. The board is white and black squares. In the background, there are concentric circles.

UK Training
PARTNER

- Overcoming procrastination and enhancing concentration.
- Hands-on exercises for task prioritization.

Day 3: Planning and Scheduling Techniques

- Building effective to-do lists and action plans.
- How to manage time with calendar management and time blocking.
- Daily, weekly, and monthly planning for long-term success.
- Efficient meeting management techniques.
- Exploring digital scheduling and reminder tools.

Day 4: Boosting Productivity and Eliminating Time Wasters

- Identifying major time-wasting behaviors.
- Techniques for minimizing distractions and interruptions.
- Applying the Pomodoro Technique for focused work sessions.
- Leveraging top productivity tools like Asana and Notion.
- Building habits for continuous productivity growth.

Day 5: Work-Life Balance and Continuous Improvement

- The importance of work-life balance in achieving long-term goals.
- Preventing burnout and maintaining long-term motivation.
- Embracing continuous improvement in time management.
- Adapting under pressure and managing time in high-stress situations.
- Final project: Developing a comprehensive personal time management plan.

Why Attend this Course: Wins & Losses!

- Learn how to manage time with precision and confidence.
- Gain control over your day using innovative time management techniques.
- Say goodbye to wasted hours and hello to strategic focus.
- Improve task completion, meet deadlines, and work smarter—not harder.
- Enjoy reduced stress and a healthier work-life balance.
- Become one of the best managers of all time by leading with clarity and efficiency.

Conclusion

Ultimately, time is your most valuable resource. This course doesn't just teach what time management means—it shows you how to improve your time management using proven, adaptable methods for any career level.

Whether you're looking to boost your individual performance or lead more productive teams, this training equips you with the essential time management methods to make meaningful change. By the end, you'll walk away with the confidence and tools to manage your time with excellence and turn productivity into a daily habit.

A graphic of a chessboard with several chess pieces. In the foreground, there are three pieces: a silver pawn, a silver knight, and a gold king. In the background, there are concentric circles emanating from the center of the board. The text 'UK Training PARTNER' is overlaid on the right side of the board.

UK Training
PARTNER

Blackbird Training Clients

 MANNAI CORPORATION MANNAI Trading Company WLL, Qatar	 GAC UNE FILIALE D' EGA Alumina Corporation Guinea	 Booking.com Booking.com Netherlands	 OXFAM Oxfam GB International Organization, Yemen	 Capital Markets Authority Kuwait
 Waltersmith Waltersmith Petroman Oil Limited Nigeria	 QNB Qatar National Bank (QNB), Qatar	 Qatar Foundation Qatar	 AFRICAN UNION ADVISORY BOARD ON CORRUPTION Tanzania	 KFAS KFS Kuwait
 Reserve Bank of Malawi Malawi	 Central Bank of Nigeria Nigeria	 Ministry of Interior Kingdom of Saudi Arabia KSA	 Mabruk Oil Company Libya	 Saudi Electricity Company KSA
 BPKH Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia	 NATO Italy	 ENI ENI CORPORATE UNIVERSITY, Italy	 GULF BANK Gulf Bank Kuwait	 General Organization for Social Insurance KSA
 Defence Space Administration Nigeria	 National Industries Group (Holding), Kuwait	 Hamad Medical Corporation Qatar	 USAID Pakistan	 STC STC Solutions, KSA
 North Oil Company North Oil company,	 EKO Electricity EKO Electricity	 OMAN BROADBAND Oman Broadband	 UNITED NATIONS UN.	 Authority for Electricity Regulation, Oman Authority for

UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Entertainment & Leisure
Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Artificial Intelligence (AI)
Sustainability, ESG & Corporate Responsibility
Advanced Courses
Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training