

# MANAGING TIME & STRESS WITH A BREEZE

## Date & Venue:

05 October 2016 Royal Palm Lahore

07 October 2016 Movenpick Hotel Karachi

Workshop Investment: 32,500/- Inclusive of GST



Course Facilitator:

**Sam Dossa**

Consultant / Coach / Trainer / Public Speaker



## Course Overview:

The course is designed to familiarise you with the various time management strategies, tools, and tips that enable you to take initiative for organising your time and suitable courses of action to prevent time robbers from slowing you down. By applying the techniques and strategies discussed throughout this course, you will be fully capable of making time for every task you need to do – without the accompanying feelings of dread and stress.

## Course Objectives:

Do you feel like time is constantly slipping through your fingers – like no matter what you do there seems to be too few hours available for everything you need to get done? Keeping on top of everything going on in your day doesn't have to feel like an uphill battle. This Time Management course will train you to efficiently utilise your time so that you know how to strategically dedicate it to activities and tasks that are most beneficial for your business' and your professional growth.

## Course Agenda:

1. How to Leverage your Time
2. How to look at the Big Picture
3. How to Audit your time
4. How to Develop your Plan
5. How to Manage your Time : Implement
6. What do you know about STRESS?
  - a. What is Stress?
  - b. Managing Stress
  - c. The Homes & Rahe Stress Scale
  - d. Stress Diaries
  - e. Albercht's 4 types of Stress

## Course Content:

1. How to Leverage your Time
  - a. Access and Plan
  - b. 7 Time Management Tips
2. How to look at the Big Picture
  - a. Determine what you really want to be doing with your time
3. How to Audit your Time
  - a. Describe the goal-achieving categories within your job.  
Then perform a time audit by tracking how you are actually spending your time.
4. How to Develop Your Plan
  - a. Determine the feasibility of your time plan.
  - b. Make sure that it can be achieved
5. How to Manage Your Time : Implement
  - a. How to Time-Box (Activity – learning scheduling tool to help you implement your time management plans)
  - b. How to Manage Your Time
    - i. Monitoring your progress and making correction as / when needed
  - c. How to Overcome Obstacles
    - i. Recognising and confronting common obstacles to managing your time
  - d. How to Develop Good Time-Management Habits
    - i. Implementing these useful ideas for developing good time-management habits
6. What do you know about STRESS?
  - a. What is STRESS
    - i. What are Good & Bad Stress
  - b. Managing Stress
  - c. The Holmes & Rahe Stress Scale
  - d. Stress Diaries
  - e. Albrecht's 4 types of Stress

## Who should attend?

The one day programme practically for everyone who knows the value of time and believe in achieving great success in their professional and personal life. Programme will give participants practical solutions and techniques in managing time effectively and stress with a breeze.

## Methodology:

My delivery approach combines various methodologies and learning formats which includes videos on topics such as Leadership, presentations, group discussion/team exercises, games, case studies and role plays where possible.

Practical discussions are facilitated showing learners how the theoretical knowledge learned during the facilitation process can be practically applied in the workplace.

Learners are required to identify how the specific theoretical knowledge can be applied by analysing their organisation's policies, procedures and projects to identify gaps or potential weaknesses which can be improved through the application of their new theoretical knowledge.



## Course Facilitator

**Sam Dossa** - Consultant / Coach / Trainer / Public Speaker

10 years of extensive working experience as a freelance consultant / coach / trainer & Public Speaker independently and as a co-trainer with other qualified professional trainers.

I have served multinational companies in different capacity & provide capacity building with followings; Century link, British Telecoms, CBT Systems Limited, Department of Works & Pensions (DWP), Empowering Youth; KI Work; Ismaili Council for European Union; Workoco; Fireworks Coaching; Create your destiny, Twickenham Academy, London Borough of Richmond, Slough Grammar School and SPELT (Karachi – Pakistan)

I have worked with Executives individually to explore better understanding of their work / life

balance in business and individual life. Reconnoitre opportunities in finding better work / life balance.

I have coached individual candidates in exploring life issues and helping them achieving the best positive optimum results.

I have done several group coaching on team building including team issues, create team plan, building customer rapport within team and achieving successful team results.

I have facilitated variety of workshops e.g. Art of Coaching; Performance based coaching; Team Building; Goals Setting using vision board and customized courses for individual clients.

## Clientele



## Testimonials:

Evelyn Abey Sekera – Veritas Management Consultancy Limited

Sam is a passionate trainer and coach. His knowledge and passion which he inputs in his workshop is phenomenal, very insightful, useful and enjoyable. His experience makes the workshop more practical has fantastic results. I highly recommend his workshop to others.

Nick Lawer-Jones - Knowledgebase Manager at ADVA Optical Networking

Sam is a passionate career coach, who, even at our first meeting, seemed to know my CV better than I did! He has been supportive and friendly, and has helped me reprioritize and refocus in my work and home life. His advice has improved my quality of work and energized me to widen my career options, allowing me to create a better work/life balance. I would recommend him to anyone, working or not, as he has a gift of identifying your core skills and the means of bringing them to the fore. Thank you, Sam.

Fabio Salomao - Program Manager / PMO Manager / Director - VODAFONE

I worked with Sam this year and was very happy with the support received. Sam is a great listener and asks the right questions which lead to engaging conversations and insights. As a result of meaningful suggestions and guidance, he helps cutting through the noise and enables new perspectives, raising awareness and seeing new opportunities during the process of moving forward - professionally and in life.

For registration(s) send us your Participants Name, Designation email, address & cell numbers Also please provide us organization's NTN #

[register@quickbizgroup.com](mailto:register@quickbizgroup.com)

Quickbiz Group Office No. 403 Tahir Plaza, Sultan Ahmed Road, Block # 7 & 8 JCHS, Karachi. Contact: 021-34209142 Mobile: +92-343-2508186, +92-300-8294943 [www.quickbizgroup.com](http://www.quickbizgroup.com)



### Quickbiz Cancellation Policy:

Substitutions are welcome. cancellation must be confirmed by email. For Cancellation made in the 05 working days to the workshop, no refunds will be given.