



MASTERING TIME & PRODUCTIVITY MANAGEMENT

2 DAYS
TRAINING
PROGRAM

It is imperative for being successful at work and in your personal life to be able to manage your time! It requires understanding of what you should be doing and at what time. It is simply about "Doing the right things right the first time"

You can only be successful at work and in your personal life if you are effective and efficient- both and not one or the other! Specifically, you succeed by

- | | |
|-----------------------------------|---|
| 1. Knowing your goals, | 5. Eliminating time wasting activities, |
| 2. Selecting your goals, | 6. Making use of technology, and |
| 3. Prioritizing your goals, | 7. Delegating effectively |
| 4. Planning to deliver the goals, | |



FOR INHOUSE SESSIONS BOOKING AS PER YOUR SUITABILITY, AVAILABILITY, MULTIPLE REGISTRATION DISCOUNT & FOR FURTHER DETAIL, PLEASE FEEL TO CONTACT MADDY@BEMCON.CO.UK

MASTERING TIME & PRODUCTIVITY MANAGEMENT

2 DAYS TRAINING PROGRAM

REGIONAL LEADING SUPPLY CHAIN EXPERT



VETERAN CONSULTANT FOR CORPORATE GOVERNANCE & ORGANIZATIONAL EXCELLENCE

Ahsan S. Razzaq is currently the Owner of STCI (www.shahzadtc.com) and Regional Vice President of BEMCON Middle East & North Africa. He possesses over 26 years of work and consulting experience in Supply Chain Management and Quality, Health & Safety and Environment.

Ahsan's 18 years' work tenure was with blue chip companies like Procter & Gamble (www.pg.com), Henkel (www.henkel.com), and Olayan Financing Company (www.olayan.com). Out of these 18 years of work tenure, Ahsan worked 10 years in Olayan Financing Company (OFC) at Holding Company level and established and executed Corporate Supply Chain and Corporate Quality, Health & Safety, and Environment (QHSE) role. Ahsan attained the level of General Manager Corporate Supply Chain, being responsible for the Supply Chain for over 25 companies.

Ahsan has provided consulting services for over 6 years to companies like Savola Group (Supply Chain Transformation), Sunbulah Group (Supply Chain Career Path), Saudi ReadyMix (Supply Chain Assessment), Saudi Telecom (Procurement Department), Turk Henkel Istanbul (Supply Chain Planning), Furthermore, Ahsan has conducted several trainings for multiple clients such as Supply & Demand Planning, Warehousing Best Practices, Smart Purchasing Skills, Influencing and Negotiation Skills, and Time & Productivity Management.

Ahsan has been engaged in several industries during the work tenure such as Fast-Moving Consumer Goods (Nestle, Mondelez, Colgate Palmolive, Coca Cola, Kimberly Clark, Olayan General Trading Company etc.), Restaurants (Burger King), Health Care, Contracting (Voltas, Olayan Real Estate etc.), Oil & Gas (Olayan Descon, DHL EXEL), Consulting (ATOS, CH2M Hill) to name a few.

Ahsan holds Bachelors and Masters of Science in Mechanical Engineering from Kansas State University, USA.

Mastering Time & Productivity Management is an extremely practical training which will help you learn and immediately put in use techniques that will eliminate non value added activities.

TRAINING OBJECTIVES

1. To define time management
2. To define how to be effective
3. To define how to be efficient
4. To provide techniques to be efficient

TOOLS PROVIDED

1. Weekly priority sheets in three different format to suit individuals
2. Formats for making SWOT and TOWS analysis
3. Format for Urgency and Importance models
4. Extremely Effective Formats for Meeting Agenda and Minutes

PRACTICAL ASPECTS

1. Time Wasters Activity extended to Gap Analysis to eliminate
2. Making weekly priority sheets; Using urgency/importance model
3. Use of Outlook/Lotus Notes for Priority Setting and Scheduling
4. Use of Suspense Folders