Elevora
Global Training

COURSE BROCHURE

Time Management and Productivity

Communication & Personal Effectiveness

Code	Duration	Formats	Language	Certificate
CS-109	**5 or 10 days**	**Classroom, live online, in-house, blended**	**English or Arabic**	**Certificate of completion**

A practical communication and personal effectiveness course covering time management principles, prioritisation and productivity tools. Run as a 5-day core or 10-day extended programme, in 16 cities, live online or in-house, and fully customisable for your team.

About this course

Time Management and Productivity gives delegates a structured, practical understanding of time management principles and prioritisation, then builds the skills to apply productivity tools, managing focus and planning in real work. Sessions are led by practitioners with at least 15 years in the field.

What you will learn

- Time management principles
- Prioritisation
- Productivity tools
- Managing focus
- Planning

Who should attend

Professionals in any role who want to communicate, serve customers and work more effectively.

5-day course outline

Day 1	**Time management principles**	Concepts, standards and terminology, with a diagnostic exercise to baseline the group.
Day 2	**Prioritisation**	Methods and tools explained step by step, with worked examples from real operations.
Day 3	**Productivity tools**	Hands-on practice in small groups using realistic data, cases and templates.
Day 4	**Managing focus**	Case studies of successes and failures, and how to apply the lessons in your organisation.
Day 5	**Planning**	Integration exercise, final knowledge check and a personal action plan.

10-day extended programme

Includes the full 5-day outline, plus a second week of applied work:

Day 6	**Applied workshop: Time management principles** — Deeper practice with your own data or site examples.
Day 7	**Applied workshop: Prioritisation and productivity tools** — Group exercises that combine methods from week one.
Day 8	**Field case study: Managing focus** — A detailed industry case worked through from start to finish.
Day 9	**Advanced practice: Planning** — Tools, templates and checklists to take back to work.
Day 10	**Assessed project and presentation** — Each delegate presents an improvement plan and completes the final assessment.

Upcoming classroom dates

More dates, cities and live online sessions on request.

Dates	City	Length	Fee per delegate
16 Nov 2026 to 20 Nov 2026	Kuala Lumpur	5 days	**$2,450**
21 Dec 2026 to 1 Jan 2027	London	10 days	**$6,250**
4 Jan 2027 to 15 Jan 2027	London	10 days	**$6,250**
1 Feb 2027 to 12 Feb 2027	Barcelona	10 days	**$6,250**
15 Mar 2027 to 19 Mar 2027	Amsterdam	5 days	**$3,450**

Fees per delegate (2026 to 2027)

Format	5 days	10 days
Classroom: Dubai, Istanbul, Cairo, Kuala Lumpur	**$2,450**	**$4,450**
Classroom: London, Europe, Singapore	**$3,450**	**$6,250**
Live online	**$1,450**	**$2,650**
In-house, group of up to 15	**From $12,900**	**From $23,500**

Classroom fees include tuition, materials, lunch and refreshments, and a certificate. 10% group saving for 3 delegates, 15% for 5 or more.

Tailored to your team

Change the level, language, length (1 to 20 days) and format, add topics from other courses or entirely new topics, and include your own case studies, site visits or exam preparation. Build it online for an instant indicative fee.

Register or request an in-house proposal

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