

Mastering Productivity

Aim:

In the modern work life, job-specific knowledge and skills are not enough to surpass the competition; 'doing more' is not enough either, since increasing productivity goes beyond numbers, into the quality of what to do, as well as the motivation to do it. This 3-hour seminar will introduce new tools to capture, process, and manage information effectively, to take control of all variables that can affect your daily workflow, and maximize task execution.

Objective:

This seminar will define productivity, why it is important to invest in it, and how to effectively measure and master it. You will learn how to use values to create and prioritize tasks, work smarter and plan ahead. You will also gain a variety of techniques for managing time and achieving hyper-focus.



Lecturer's Profile: George Guirgis, BSc, MBA, PhD

George is a business professional with more than 15 years of experience driving growth for leading IT, FMCG, real estate, and educational organizations. After attaining his B.Sc. in Construction Engineering, he pursued his passion for business, accomplishing Master's and Doctorate in Business Administration from IBSS (Denmark), alongside his multi-role career in marketing, sales, business development, training, and value chain management.

His post graduate studies led him to teach multiple courses for BA (Bedfordshire, UK), and MBA (CIIM, Cyprus), in addition to being a Dale Carnegie® Trainer for 10 years, where he has designed custom training courses for corporations on a variety of business topics.

As both an academic and professional expert in several fields, his main role progressed to managing European projects at eBOS Technologies, while remaining a part-time trainer at Globaltraining.

SEMINAR DETAILS

Dates: 23 March 2022
Time: 09:00 – 12:15
Duration: 3 hours / CPD units
Venue: Live Online
Language: English
Cost: €120

HRDA Subsidy:

Most of the open seminars offered are accredited and approved by the Human Resource and Development Authority of Cyprus (HRDA) for subsidy. Participants receive subsidy provided that they meet the HRDA's criteria.

The specific seminar is not subsidized by HRDA.

Contact Details:

For more information and registrations please contact

Student and Client Services

Tel: 77 77 80 30

Fax: 22 35 74 84

Email: seminars@globaltraining.org

SEMINAR PROGRAMME

		Mastering Productivity
Time	Duration	Description
9:00-10:30	1:30	Section 1 What is Productivity <ul style="list-style-type: none">• The 'New' Definition• Measuring Productivity• Time Investments• Smart-work
10:30-10:45	0:15	C O F F E E B R E A K
10:45-12:15	1:30	Section 2 Mastering Productivity <ul style="list-style-type: none">• Understanding Time• Prioritizing & Executing Tasks• Hyper-focus vs. Flow state• Ingredients for Mastery
Total Net Duration	3:00	END OF SEMINAR

Certification:

All participants will be awarded a certificate. Each hour of attendance will account for one unit of Continuing Professional Development (CPD) as required for members of most professional bodies.

In-house Seminars:

Globaltraining has been cooperating with many companies in Cyprus and abroad for covering their in-house training needs. Some of these companies are large multinational companies with presence in Cyprus and abroad. The clients we serve include a wide range of industries, including banking, accounting and audit, investment services firms, telecommunication, construction and retail. Tailor-made seminars are offered upon request from clients.