



الكلية الوطنية لتقنية السيارات
National College of Automotive Technology

Course Overview

This course enables the learner to maximize personal effectiveness and productivity without extending the hours worked

Who is the course for?

Corporate and institutions staff, or any individual who has the required knowledge in management and business terminologies in automotive industry

What will I get out of it?

- Explain the importance of effective time management
- Describe the relationship between time management and stress and the steps that can be taken to reduce stress through good time management
- Identify ways to maintain and increase productivity without increasing the number of hours worked
- Priorities tasks according to your relative urgency and importance
- Understand how to use various time management tools

Course Duration

25Hours (5 days)

Course Format

Labs /workshop

Course Fees

200 Omani Rial

Language

Arabic/English

