Training Course on Personal Productivity and Time Management for Leaders

Professional Development Training Course Outline

Category	Educational Leadership and Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s fast-paced, high-demand professional environment, leaders must master personal productivity and time management to achieve success and drive sustainable organizational growth. Training Course on Personal Productivity and Time Management for Leaders equips leaders with advanced time optimization strategies, goal-setting techniques, prioritization frameworks, and self-discipline methods necessary to thrive in dynamic workspaces. By blending theory with real-world practices, this course empowers leaders to manage distractions, reduce stress, and enhance focus, efficiency, and decision-making power.

With high-performing teams depending on productive leaders, mastering time management is not just beneficial—it's essential. This course focuses on practical tools and systems such as Eisenhower Matrix, Pomodoro Technique, and SMART goals, fostering a culture of effectiveness. It integrates leadership productivity hacks with AI-based tools and digital workflow enhancements to ensure measurable performance improvements. Elevate your influence, sharpen your execution, and drive strategic outcomes through productivity mastery.

Programme Curriculum

Training Course on Personal Productivity and Time Management for Leaders

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Course Objectives

1. Understand the science of productivity and its impact on leadership effectiveness.
2. Learn strategic time management frameworks like GTD and Eisenhower Matrix.
3. Implement SMART goals and daily planning tools to improve task completion.
4. Master prioritization and decision-making models for optimal productivity.
5. Utilize digital tools and AI apps for automated task tracking and scheduling.
6. Develop habits and routines that enhance energy, focus, and resilience.
7. Identify time-wasting activities and apply techniques to eliminate them.
8. Apply stress-reduction techniques to boost mental clarity and performance.
9. Enhance delegation skills to empower teams and reduce leadership overload.
10. Analyze personal productivity styles and optimize workflow patterns.
11. Use time audits and performance metrics for continuous improvement.
12. Incorporate wellness and mindfulness to fuel sustained high performance.
13. Design and implement a personal productivity plan with actionable KPIs.

Target Audiences

1. Senior Executives
2. Mid-Level Managers
3. Project Leaders
4. Entrepreneurs and Founders
5. Human Resource Professionals
6. Nonprofit Directors
7. Government Officials
8. Academic and Institutional Leaders

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Personal Productivity

- Understanding productivity vs. busyness
- The psychology of focus and motivation
- Productivity myths and facts
- Common leadership time traps
- Tools to assess personal productivity
- **Case Study:** Comparing two executives: Reactive vs. Proactive leadership

Module 2: Strategic Time Management

- Eisenhower Matrix and task urgency mapping
- Time blocking and calendar mastery
- Priority Matrix vs. To-Do Lists
- Delegation strategies and frameworks
- Overcoming procrastination
- **Case Study:** Time Audit: How one CEO gained 10+ hours/week

Module 3: Goal Setting and Execution

- SMART goals and OKRs for leaders
- Backward planning and critical path analysis
- Daily, weekly, and quarterly execution plans
- Balancing short- and long-term goals
- Motivation strategies for goal follow-through
- **Case Study:** Launching a startup with 30-60-90 day planning

Module 4: Digital Tools for Time Optimization

- Best AI tools for task automation
- Productivity apps (Notion, Trello, Todoist)
- Digital detox and mindful tech use
- Integrating calendar, email, and project apps
- Workflow automation and integration
- **Case Study:** Using AI for CEO time management

Module 5: Decision-Making and Prioritization

- Rapid decision-making frameworks
- Avoiding decision fatigue
- Intuition vs. data-driven decision making
- Urgent vs. important decision mapping
- Managing competing priorities
- **Case Study:** Crisis management through prioritization

Module 6: Delegation and Team Empowerment

- Identifying tasks to delegate
- Building trust and accountability
- Delegation frameworks (5 levels of delegation)
- Feedback loops for improvement
- Delegation tracking systems
- **Case Study:** Transforming a micromanager into a strategic leader

Module 7: Energy, Wellness, and Focus

- Daily routines that boost cognitive performance
- Sleep, nutrition, and productivity
- Mindfulness and meditation for leaders
- Reducing digital fatigue
- Managing burnout through wellness
- **Case Study:** A C-suite executive’s wellness-based productivity routine

Module 8: Building a Personal Productivity System

- Designing a custom productivity blueprint
- Using metrics to track progress
- Setting up accountability systems
- Overcoming setbacks and sustaining growth
- Reviewing and adjusting systems quarterly
- **Case Study:** Productivity transformation over a 90-day coaching plan

Training Methodology

- Interactive workshops and real-time productivity challenges

- Hands-on exercises using digital and analog tools
- Role-playing scenarios for leadership effectiveness
- Personal productivity assessments and habit trackers
- Case study analyses and group discussions
- Access to templates, planners, and apps for implementation

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training CenterANCY LD account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com