

Training Program

Personal Productivity Program



PPP training program is an extension of our legacy Time and Stress Management Training program. Upon receiving feedbacks from several participants we decided to design a more comprehensive training solution to boost employee productivity by including sleep & energy management in the existing program.

Considering the fast-paced, VUCA world organizations and professionals are battling to keep their productivity consistent. Apart from managing time, it is also important to understand sleep cycle, body clock and peak productivity hours. This program is designed to improve work-related productivity and personal wellbeing by using the following formula: **stress + time + energy = productivity.**

LEARNING OBJECTIVES

As a result of this training program, the participants will learn the following:

Stress

1. Learn **types** of stresses and their impact on **work productivity** and personal wellbeing.
2. Develop stressor **score-card** reflecting on their personal and professional life stressor.
3. Apply **Fight, Flight and Calm** technique to control stress in work pressure situations.
4. Develop stress management perspective using **GOLDEN TRIANGLE** Model.
5. Action plan **healthy** ways and methods of managing **work-related** stresses.

Time

6. Learn and practice the art of correct **time estimation** and activity planning.
7. Explore work related **distractors** and develop strategies to manage them.
8. Learn and practice ways to make effective and productivity **to-do list**.
9. Learn and practice prioritization through **Stephen Covey Time Matrix**.

Energy

10. Learn the impact of **energy management** in work productivity and quality of personal life.
11. Record and analyse physical and mental **energy consumption**.
12. Learn ways to **recover** and **boost** physical and mental energy to improve work productivity.
13. Learn sleep management **best practices** and using **sleep** as a source of energy recovery.

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TRAINING METHODOLOGY

Lecture: Practical researched models, framework, techniques and ways will be discussed targeted to work-related productivity.

Training Manual Activities: Brainstorm and develop productivity enhancing strategies in light of the training content.

Story Telling: Example of corporate professionals who have achieved extraordinary success using productivity tools.

Kinesthetic Activities: Purpose driven activities related to the content.

Other Methods: Video Aid, Power Point Presentation.

LEARNING OUTCOMES

Upon completion of this program the participants will be able to:

- Manage work-related and personal stresses using healthy stress management techniques and improve work productivity and personal wellbeing.
- Manage time allocation, priority setting and effectively plan using time management tools.
- Improve work productivity and personal wellbeing by using energy recovery and boosting techniques.

TARGET AUDIENCE

Mid-level department heads
First time managers
Project managers
Team leads
High potential team members



**PPP TRAINING
OUR IMPACT**



OUR CLIENTS



MEET THE CEO & LEAD TRAINER



TANZEEL RAZA

Tanzeel is **CEO** of Meaningful Lives, who is a seasoned corporate trainer and coach with focus on behavioral and physical transformation through soft skills and wellbeing training. He has over **9 years** of experience in training & transforming professionals and organizations in Australia and Pakistan. He has worked with top global organizations, include "**Hudson Global Resource**", a leading MNC providing learning and staffing solutions in Australia. He has enabled organization and professionals in Pakistan to unleash their **potential** and reach **peak productivity** level by providing practical training solutions.

He completed his **MBA** from CQ University (**Australia**) in International Business and an ACCA Affiliate. He is a **Certified Public Speaker** from California Institute of Behavioural Neurosciences & Psychology and a **Certified Professional Trainer** from **IAPPD, UK**. Tanzeel also teaches **Leadership and Management** courses to MBA students. Tanzeel is also a **Certified Fitness Trainer** from Australian College of Sports and Fitness and **Certified Boxing Trainer** from Punchfit **Australia**.



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CLIENTS FEEDBACK



Bilal Yousuf Chabra
CEO at Louis Dreyfus Company
(LDC)

“On our annual SHE day we brought in Tanzeel to talk about the importance of healthy lifestyle and also engage the team in some exercises. Tanzeel was very convincing in showing a relationship between a healthy lifestyle and happiness; since the session, many of us started regular training and balance diet resulting in efficiency at work and also improvement in our happiness levels. Apart from that he taught us various exercises that can be done at work and engaged us in a lot of fun activities. I highly recommend Tanzeel training and coaching of health and wellness.”



Ali Tahir
GM Human Resource at
Union Fabrics

"Tanzeel Raza session on Emotional Intelligence with our team was an exceptional session in terms of the concepts discussed, activities, program delivery, engagement and overall perspective changing. Tanzeel's ability to simplify concepts, engage, facilitate and connect with the audience is commendable. I would recommend Tanzeel Raza for Emotional Intelligence training as he has a solid understanding and exceptional content on this topic."



Faraz Quddusi
CEO at QBS Co

"We selected Tanzeel to deliver a Key-Note session with one of our clients that was undergoing a digital transformation. Tanzeel session was exceptionally motivating, and the way he connected with the audience was exceptionally well."

CLIENTS FEEDBACK



Ghufraan Khan

Deputy Manager HR at **Soorty Textile**

“Tanzeel Raza conducted training program “lead from the front” for our middle and first time managers. Tanzeel’s program was very practical and relatable, he connected well with our managers. His ability to coach, guide and motivate his audience is exceptional. I would highly recommend Tanzeel for leadership development program for middle managers.”



Dr. Rauf

Chief Medical Officer at **Pakistan Refinery Limited**

“Tanzeel Raza session on meaningful wellness was an informative and excellent session. Tanzeel refreshed our knowledge about mental health, wellness, managing stress and physical wellbeing. Tanzeel also demonstrated posture correction and office ergonomics. The entire session will be really beneficial for those participants who implement the suggested advices and guidelines in their lives.”



Navaid Ahmed Khan

Senior Engineer at **Pakistan Refinery Limited**

“Tanzeel Raza motivated, guided and shared practical tools and techniques with us regarding mental health and physical health. Particularly the physical wellness part – Tanzeel motivated us and guided us, on how to improve not only our mental health but physical health.”

TANZEEL RAZA TRAINING EXPERIENCE **VIDEOS**



<https://www.youtube.com/watch?v=FKpxkeg80is>

Testimonial - Senior Engineer PRL



https://www.youtube.com/watch?v=7s_d6E0tbRA

Testimonial - Chief Medical Office PRL



https://www.youtube.com/watch?v=CMJj5_2GE2c

Leadership Program Soorty Textile



https://www.youtube.com/watch?v=6McEcRov_4A&t=22s

Leadership Program Artistic Milliners



<https://www.youtube.com/watch?v=NIG0Hnhvh64&t=8s>

Meaningful Wellness Program LDC



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Training