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 decided to design a more comprehensive we training solution to boost employee productivity by including sleep & energy management in the existing program.

Considering VUCA the fast-paced, 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.

Training Program **Personal Productivity Program**

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 \bullet improve work productivity and personal wellbeing.
- Manage time allocation, priority setting and effectively plan using time management tools. \bullet
- 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



OUR CLIENTS













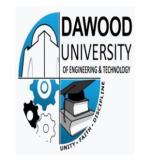




























NAVEENA Steel

































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.





Email Us: tanzeelraza@meaningfullives.pk







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."



"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."

CEO at QBS Co

Faraz Quddusi

CLIENTS FEEDBACK





"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."

Ghufran Khan

Deputy Manager HR at **Soorty** Textile



"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."

Chief Medical Officer at Pakistan **Refinery Limited**

Dr. Rauf



Navaid Ahmed Khan

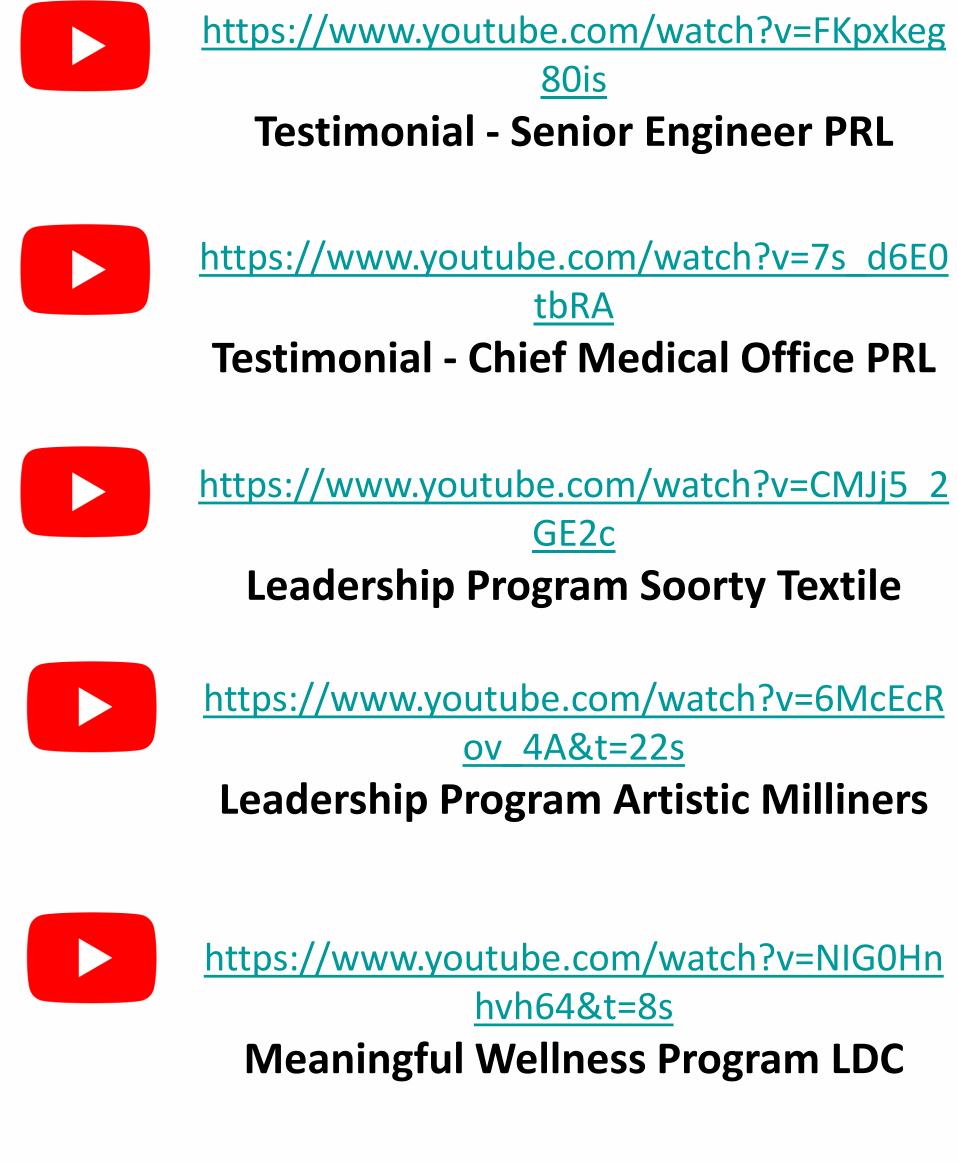
Senior Engineer at Pakistan **Refinery Limited**

"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."

CLIENTS FEEDBACK

TANZEEL RAZA TRAINING EXPERIENCE VIDEOS







For in-house or customized training programs

Get In Touch With Us Today!



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