



Pakistan Society for
Training and Development



FEBRUARY
22nd 2024



9AM-5PM



PERSONAL PRODUCTIVITY PROGRAM

WITH TANZEEL RAZA

INTRODUCTION:

Considering the fast-paced, VUCA (volatility, uncertainty, complexity, ambiguity) world organizations and professionals are battling to keep their productivity high. To tackle this challenge, we have designed a training program that provides practical tools, frameworks, and models that professionals can use to uplift their productivity game and #Riseaboveordinary.

TRAINING OUTLINE:

- ✓ Bad stress coping mechanism
- ✓ Health ways to manage work-related stress
- ✓ Time management activity mapping
- ✓ Distraction management in the digital age
- ✓ Task prioritization using the Eisenhower Matrix
- ✓ Energy mapping
- ✓ Energy recovery and boosting techniques



FEES
PKR 24,000 + SST
(FOR MEMBERS)
PKR 26,500 + SST
(FOR NON-MEMBERS)

LOCATION
PSTD
KARACHI

MODE
CLASSROOM



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0332-7783999
0318-4387944

Who should attend:

Managers working in high-paced environments, assistant managers gearing up for new challenges, and driven high performers looking to boost their

TRAINING LEARNING OBJECTIVES:

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

Stress

- ✔ Learn types of stresses and their impact on work productivity and personal well-being.
- ✔ Develop a stressor score-card reflecting on their personal and professional life stressor.
- ✔ Apply Fight, Flight, and Calm techniques to control stress in work pressure situations.
- ✔ Action plan healthy ways and methods of managing work-related stresses.

Time

- ✔ Learn and practice the art of correct time estimation and activity planning.
- ✔ Explore work-related distractors and develop strategies to manage them.
- ✔ Learn and practice ways to make effective and productive to-do lists.
- ✔ Learn and practice prioritization through the Eisenhower Matrix.

Energy

- ✔ Track and map energy utilization using our mapping framework
- ✔ Learn ways to recover and boost physical and mental energy to improve work productivity.

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 well-being.
- ✔ Manage time allocation, and priority setting, and effectively plan their time allocation using time management tools.
- ✔ Improve work productivity and personal well-being by using energy recovery and boosting techniques.



TANZEEL RAZA

Tanzeel is the CEO of Meaningful Lives, who is a seasoned corporate trainer and coach with a focus on behavioral and physical transformation through soft skills and well-being 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, including "Hudson Global Resource", a leading MNC providing learning and staffing solutions in Australia. He has enabled organizations and professionals in Pakistan to unleash their potential and reach peak productivity levels by providing meaningful training solutions. Tanzeel has facilitated more than 550 trainings in Pakistan, has worked with more than 50 organizations, and has trained more than 5000 professionals from all walks of life.

He completed his MBA from CQ University (Australia) in International Business and an ACCA Affiliate. He is a Certified Public Speaker from the 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 the Australian College of Sports and Fitness and a Certified Boxing Trainer from Punchfit Australia.