



Time Management

Register Now for May 22 Workshop!

Everyone in the world has 24 hours a day... but not everyone makes the best use of that time. Set yourself apart by learning the tools and techniques to manage your time and achieve your goals efficiently!

After completing Time Management workshop, you will be able to:

- achieve better results through effective planning
- set work goals and priorities,
- utilize time management tools, and
- plan and organize more efficiently.

Trainer Profile

The trainer has local and regional training work experience with multiple renowned companies in different industries and in various countries of the MENA region. Her key competency resides in integrating her long work practice as customer service provider and her academic experience as a university instructor into her training courses. She held the position of Advisor and Head of Management Department at the Holy Spirit University (USEK) for many years and is currently a part-time instructor in many prestigious universities. She holds an MBA from the Lebanese American University (LAU), and is currently pursuing a PhD program in Paris 2 Pantheon Assas, France. The trainer is dedicated to helping people improve their lives by enhancing their soft skills.

Workshop Details

Date:	May 22, 2012
Time:	9 am – 5 pm
Venue:	AMIDEAST training center
Cost:	\$150 <i>(Includes training fees, materials, lunch and coffee breaks)</i>
Payment Method:	Cash, check or wire transfer
Registration Deadline:	<i>Registration is based on first come first serve</i>

Testimonials about other AMIDEAST workshops

It was a life provoking workshop; it awakened my sleeping motivation through the dynamic and entertaining presenter along with the informative and inspiring content... Thank you.

I believe that this workshop was one of the most beneficial ones that I have ever attended. It's simply a therapy. Thank you AMIDEAST.

To register for this workshop, please complete and return the registration form.

For more information, please contact **Raya Kalash** at: Lebanon@amideast.org or 01-989901