



*Training Course:
Maximizing Personal Productivity and Positive
Thinking*

*12 - 16 May 2025
Accra (Ghana)*

Training Course: Maximizing Personal Productivity and Positive Thinking

Training Course code: HR235608 From: 12 - 16 May 2025 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

Introduction

This program is designed to equip participants with practical strategies to boost personal productivity and cultivate a positive mindset. Combining actionable productivity techniques with mental resilience practices, the course aims to help participants enhance their focus, manage time effectively, reduce stress, and foster an optimistic outlook. By the end of the training, participants will be well-prepared to maximize their personal productivity and embrace challenges with a positive mindset.

Target Audience

Professionals at any level looking to improve their personal productivity and adopt a positive outlook in both their personal and professional lives.

Objectives

- Understand and apply time management strategies to increase productivity.
- Learn techniques to minimize procrastination and distractions.
- Cultivate a positive mindset to manage stress and build resilience.
- Develop personal and professional goals and maintain motivation.
- Practice methods for sustaining productivity while preventing burnout.

Training Program Outline

Day 1: Foundations of Personal Productivity

- Session 1: Understanding Personal Productivity
 - Definition and importance of personal productivity
 - Common barriers to productivity

- Session 2: Time Management Techniques
 - The Pareto Principle 80/20 Rule and its applications
 - Time-blocking and scheduling methods for productivity
- Session 3: Self-Assessment and Productivity Goals
 - Identifying personal strengths and weaknesses in productivity
 - Setting SMART productivity goals

Day 2: Mastering Focus and Minimizing Distractions

- Session 1: Enhancing Focus and Reducing Multitasking
 - Strategies for building focus and reducing multitasking
 - Techniques like the Pomodoro Technique and Deep Work
- Session 2: Digital Detox and Managing Digital Distractions
 - Importance of reducing screen time and digital noise
 - Tips to manage social media and emails effectively
- Session 3: Creating a Productive Workspace
 - Physical and psychological elements of a productive work environment
 - Tips on decluttering and organizing the workspace

Day 3: Cultivating a Positive Mindset

- Session 1: Understanding Positive Thinking
 - Psychology of positive thinking and its impact on productivity
 - Identifying and challenging negative thought patterns
- Session 2: Developing a Growth Mindset
 - Differences between fixed and growth mindsets
 - Strategies for building resilience and embracing challenges
- Session 3: Practicing Gratitude and Optimism
 - Daily practices for gratitude, journaling, and affirmations

- Exercises to cultivate optimism and resilience

Day 4: Effective Goal Setting and Motivation Techniques

- Session 1: Setting and Prioritizing Personal Goals
 - Short-term vs. long-term goals and prioritizing tasks effectively
 - Using goal-setting techniques like the Eisenhower Matrix
- Session 2: Building Intrinsic Motivation
 - Understanding motivation and how to maintain it over time
 - Techniques to create lasting motivation, even during setbacks
- Session 3: Managing Procrastination and Building Habits
 - Identifying causes of procrastination and effective counter-strategies
 - Building productive habits through habit-stacking and cue-setting

Day 5: Sustaining Productivity and Positive Thinking

- Session 1: Stress Management and Preventing Burnout
 - Techniques for managing stress, maintaining energy, and preventing burnout
 - Practicing mindfulness and relaxation techniques
- Session 2: The Power of Reflection and Continuous Improvement
 - Reflecting on achievements and setting future productivity goals
 - Using feedback and self-assessment for continuous growth
- Session 3: Developing a Personal Action Plan
 - Creating a customized action plan to sustain productivity and positive thinking
 - Sharing takeaways and strategies for ongoing development

Registration form on the Training Course: Maximizing Personal Productivity and Positive Thinking

Training Course code: HR235608 From: 12 - 16 May 2025 Venue: Accra (Ghana) - Training Course Fees: 5950
 □ Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Company Information

Company Name:
 Address:
 City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

Easy Ways To Register

Telephone:
 +201095004484 to
 provisionally reserve your
 place.

Fax your completed
 registration
 form to: +20233379764

E-mail to us :
 info@gh4t.com
 or training@gh4t.com

Complete & return the
 booking form with cheque
 to: Global Horizon
 3 Oudai street, Aldouki,
 Giza, Giza Governorate,
 Egypt.