

**To: Academic & Training Affairs  
All Department Heads  
Research Administrators / Managers**



## ***Course on Self and Time Management***

### ***The course's main objectives are:***

- ✚ To help participants assess their current use of their time and work out an action plan to maximize time utilization.
- ✚ To equip participants with up to date techniques to control their time more effectively in order to improve their performance on the job.
- ✚ To raise participants awareness of the main time wasters and how to deal with them.
- ✚ Handle job stress effectively.

### ***The course's main contents are:***

- ✚ Approaches and techniques for cost reduction, methods, approaches, techniques of reducing cost.
- ✚ Basic concepts of productivity and cost and the relationship between them.
- ✚ Organization productivity improvement and cost reduction programs.
- ✚ Applying value analysis techniques to cost reduction.
- ✚ Cost reduction in production processes: Quality assurance, maintenance planning, purchasing and inventory control.
- ✚ Global Management

### ***Who should attend?***

All personnel in the upper, middle and supervisory levels (Technical and Administrative) and those who want to improve their ability to use time effectively and control the job stress.

**Day:** Monday - Wednesday

**Date:** 5 – 7 January 2009G (8-10 Muharram 1430H)

**Venue:** PSCDR Auditorium, Diplomatic Quarter, Riyadh

**Time:** 8:00 am – 2:00 pm

**Instructor:** Dr. Medhat Ragheb, Management and Planning Consultant / Trainer

**Pre-registration is required  
The number of participants is limited**

***For more information contact:***

Academic and Training Affairs Tel: 01 4884401 Ext. 177 / 121 - Fax: 01 4884628  
Email: [ATA@pscdr.org.sa](mailto:ATA@pscdr.org.sa) Website: [www.pscdr.org.sa](http://www.pscdr.org.sa)



مركز الأمير سلطان للأبحاث الإعاقة  
Prince Sultan Center for Disability Research  
علم يتقو الناس

## REGISTRATION FORM

### *Course on Self and Time Management*

Date: Monday – Wednesday, 5 – 7 January 2009G (8-10 Muharram 1430H)

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Name:		First	Middle	Last

Gender: Male  Female

Position Title:

Institution:

Department:

Address (P.O. Box, City, Zip Code):

Telephone No.:

Mobile No.:

Fax No.:

E-mail :

Special needs assistance required:

No  Yes  Please Specify: \_\_\_\_\_

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Deadline for Registration: **24 December 2008**

Please submit completed Form to Fax: **1- 488-4628** or Email: [ATA@pscdr.org.sa](mailto:ATA@pscdr.org.sa)

For Inquiries: **1-488-4401 ext. 177 / 121**

Website: [www.pscdr.org.sa](http://www.pscdr.org.sa)