

Skills International for Training & Consulting

سكلز الدولية للتدريب والإستشارات

The Career Compass: Time Management, Motivation & Innovation

Course Introduction:

The Career Compass" is an intensive 3-day development program designed to bridge the gap between personal fulfillment and professional efficiency. In today's fast-paced environment, professionals often struggle to balance productivity with mental well-being. This course provides the tools to redefine one's career trajectory by integrating psychological purpose, strategic time management, and innovative soft skills.

Course Objectives:

- ✓ Equip participants with frameworks to identify and cultivate professional purpose.
- ✓ Master advanced energy management to prevent burnout and sustain focus.
- ✓ Develop high-level prioritization and organizational techniques.
- ✓ Enhance professional communication to build sustainable and valuable networks.
- ✓ Implement motivational strategies to foster individual and team innovation

Who Should Attend?

- Professionals seeking to revitalize their career direction.
- Employees transitioning into more demanding roles
- Junior coordinator
- Junior operations officer
- Emerging professional
- Early Career Professional
- Junior Associate

Training Methods:

- ✓ Interactive group discussions and peer coaching.
- ✓ Practical "Deep Work" simulation exercises.
- ✓ Personalized goal-setting workshops.
- ✓ Self-reflection journals and energy audit templates

Course Outline:

Day One

Foundation & Inner Alignment

Focus: Understanding the "Why" and "Who" of your career.

Morning Session (Creating Meaning & Purpose at Work):

- Defining personal values and aligning them with organizational goals.
- The "Purpose Blueprint": Translating daily tasks into meaningful contributions.

Afternoon Session (Building Relationships):

- Emotional Intelligence (EQ) in the workplace.
- Strategies for building trust and authentic professional networks.
- Communication styles and managing diverse workplace dynamics

Day Two

Efficiency & The Architecture of Work

Focus: Mastering the "How" and "When" of daily productivity.

Morning Session (Time & Energy Management):

- Energy mapping: Identifying your biological peak and valley hours.
- Techniques for "Deep Work" versus "Shallow Work."
- Managing digital fatigue and mental distractions.

Afternoon Session (Organizational & Prioritization Skills):

- Mastering the Eisenhower Matrix and the 80/20 Pareto Principle.
- Workflow management: Tools for decluttering your task list.
- Delegation and saying "No" to low-impact tasks.

Day Three

Growth, Resilience & Innovation

Focus: Sustaining performance and fostering an innovative mindset.

Morning Session (Self-Improvement - Soft Skills):

- Developing a "Growth Mindset" for navigating change.
- Resilience training: Bouncing back from professional setbacks.
- The art of receiving and giving constructive feedback.

Afternoon Session (Motivation & Innovation):

- The science of motivation: Intrinsic vs. Extrinsic drivers.
- Overcoming procrastination through behavioral triggers.
- Cultivating an innovative mindset: Turning daily challenges into creative solutions.

Training Details

Course Duration	3 Days
Pre-Schedule	1 – 3 Dec 2026
Venue	Waldorf Astoria Hotel – The Avenues
Trainer's Name	Dr.Yousef Al.Kheder
Training Fees Per Person	KWD 390 (Three Hundred Ninety)
Course Fees Include	✓ Tuition documentation ✓ Curriculum and Training Handout ✓ Five star lunch ✓ Completion Certificates