MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Workplace Essentials

Personal Productivity

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2918	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Magna Skills presents the Personal Productivity Course, designed to help individuals enhance their productivity, manage their time effectively, and achieve their personal and professional goals. This course covers essential topics such as time management, goal setting, prioritization, and the use of productivity tools. Participants will learn practical techniques to maximize their efficiency, reduce stress, and create a balanced and productive lifestyle.

Course Outcomes

- **Master Time Management:**
  - Learn effective time management techniques.
  - Understand how to prioritize tasks and manage deadlines.
- **Set and Achieve Goals:**
  - Develop skills for setting realistic and achievable goals.
  - Learn strategies to stay motivated and focused on goal attainment.
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Enhance Productivity with Tools and Techniques:

- Explore various productivity tools and applications.
- Implement techniques to streamline workflows and improve efficiency.

- **Improve Focus and Concentration:**
  - Learn methods to minimize distractions and enhance concentration.
  - Understand the importance of mental and physical well-being in productivity.

- **Create a Balanced and Productive Lifestyle:**
  - Develop strategies for work-life balance.
  - Learn techniques to manage stress and maintain a healthy lifestyle.

Course Outline / Curriculum

Module 1: Introduction to Personal Productivity

- Understanding personal productivity
- The benefits of being productive
- Identifying personal productivity challenges

Module 2: Time Management Fundamentals

- Effective time management techniques
- Prioritizing tasks and managing deadlines
- Creating daily, weekly, and monthly plans

Module 3: Goal Setting and Achievement

- Setting SMART goals
- Breaking down goals into manageable tasks
- Tracking progress and staying motivated

Module 4: Productivity Tools and Techniques

- Overview of productivity tools and applications
- Implementing techniques for workflow optimization
- Using technology to enhance productivity

Module 5: Focus and Concentration Enhancement

- Techniques to minimize distractions
- Methods to improve focus and concentration
- Importance of mental and physical well-being

Module 6: Work-Life Balance Strategies

- Understanding work-life balance
- Strategies for achieving balance
- Managing stress and maintaining health

Module 7: Overcoming Procrastination

- Identifying causes of procrastination
- Techniques to overcome procrastination
- Building habits for consistent productivity

Module 8: Effective Communication Skills

- Improving communication for productivity
- Managing emails and digital communication
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Enhancing interpersonal communication

Module 9: Building Productive Habits

- Importance of habits in productivity
- Developing and maintaining productive habits
- Techniques for habit formation

Module 10: Review and Action Plan

- Reviewing key concepts and techniques
- Creating a personal productivity action plan
- Setting up accountability and support systems

Who Can Attend:

- Professionals seeking to improve their productivity
- Students aiming to enhance their academic performance
- Entrepreneurs and business owners
- Individuals looking to achieve work-life balance
- Anyone interested in personal development and efficiency

Summary: The Personal Productivity Course by Magna Skills is designed to equip individuals with the knowledge and skills to enhance their productivity, manage their time effectively, and achieve their personal and professional goals. Through a comprehensive curriculum that includes time management, goal setting, and productivity tools, participants will learn practical techniques to maximize their efficiency and create a balanced and productive lifestyle. This course is ideal for anyone looking to improve their productivity and overall well-being

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Personal Productivity
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____