

Attention Management

A distracted employee is a less effective employee. Employees who do not pay attention to their work can waste valuable time and make careless mistakes. After attending this training the participants will be more efficient at their job, make fewer mistakes, and overall be more productive. Attention Management is a useful skill that allows managers to connect with their employees on an emotional level and motivate them to focus on their work and how to reach their personal and company goals. The participants will gain valuable insight and strategies into what it takes to be more attentive and vigilant.

Course Outline

- Introduction to Attention Management
- Types of Attention
- Strategies for Goal Setting
- Meditation
- Training Your Attention
- Attention Zones Model
- SMART Goals
- Keeping Yourself Focused
- Procrastination
- Prioritizing Your Time

Who Should Attend

Suitable to all Job Positions

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Define and understand attention management.
- Identify different types of attention.
- Create strategies for goals and SMART goals.
- Be familiar with methods that focus attention.
- Put an end to procrastination.
- Learn how to prioritize time.
- Increase productivity
- Increase job satisfaction

Course Duration

The standard duration of this course is 12 contact hours.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

For more information please feel free to contact:

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