



External Training Course

How Work Really Gets Done: Improving Focus, Teamwork, and Everyday Job Performance

From 06 Apr. 2026 To 10 Apr. 2026

From 11 May 2026 To 15 May 2026

From 13 Jul. 2026 To 17 Jul. 2026

**Radisson Blu Hotel, Marrakech Carre Eden,
Marrakesh, Morocco**

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External Training Course:

**Completion Design Excellence: Practices,
Performance & Reliability**

From 06 Apr. 2026 To 10 Apr. 2026

Fees: 1850 KD

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Course Overview

“How Work Really Gets Done: Improving Focus, Teamwork, and Everyday Job Performance” is a practical, hands-on training program designed to help professionals understand the realities of daily work, enhance personal productivity, and improve team collaboration. Participants will explore how work actually flows in modern organizations, uncover common barriers to efficiency, and learn actionable strategies to get more done with less stress.

Through interactive sessions, real-world exercises, and team-based problem solving, this course empowers participants to:

- Focus on what truly matters and minimize distractions.
- Strengthen collaboration and communication within teams.
- Optimize daily workflows to boost individual and collective performance.
- Make better decisions and solve problems effectively in real time.

By the end of the course, participants will have a clear roadmap for improving their everyday work habits, aligning their efforts with team and organizational goals, and sustaining high performance over time.

Course Objectives

By the end of this course, participants will be able to:

- Master how work truly gets done – Gain deep insight into real workplace dynamics.
- Maximize personal focus and productivity – Achieve more with less effort.
- Drive effective teamwork and collaboration – Build high-performing, cohesive teams.
- Streamline workflows and processes – Reduce inefficiencies and optimize results.
- Enhance problem-solving and decision-making – Tackle challenges confidently and strategically.
- Sustain high performance under pressure – Maintain energy, clarity, and output consistently.
- Align individual and organizational goals – Ensure contributions create maximum impact.
- Implement actionable strategies for lasting improvement – Turn learning into tangible results.

Training Methodology

Interactive Lectures – Focused sessions that provide key concepts, insights, and frameworks.

Real-World Case Studies – Analysis of workplace scenarios to understand challenges and best practices.

Individual Exercises – Practical activities to enhance focus, time management, and personal productivity.

Team-Based Activities – Collaborative exercises to strengthen teamwork, communication, and problem-solving.

Role-Playing & Simulations – Experiential learning to practice decision-making and conflict resolution.

Reflection & Self-Assessment – Tools and techniques to evaluate personal work habits and performance patterns.

Action Planning – Guided sessions to create practical, implementable strategies for sustained improvement.

Group Discussions & Knowledge Sharing – Encourage sharing experiences, insights, and solutions among participants.

Organizational Impact

Drive higher team performance and collaboration.

Increase overall productivity and efficiency.

Align individual efforts with organizational goals.

Foster a culture of accountability and continuous improvement.

Enable smarter, faster decision-making.

Reduce workplace bottlenecks and streamline workflows.

Improve cross-functional coordination and communication.

Strengthen organizational agility and adaptability.

Enhance employee engagement and motivation.

Promote innovation through shared problem-solving.

Personal Impact

Boost focus, efficiency, and time management.

Strengthen problem-solving and decision-making skills.

Enhance teamwork and communication capabilities.

Sustain high performance under pressure.

Create actionable strategies for lasting improvement.

Develop clarity on priorities and goals.

Reduce stress and improve work-life balance.

Build confidence in handling complex tasks and challenges.

Enhance professional reputation and influence within teams.

Foster continuous personal and professional growth.

Course Content & Outline

Day 1: Understanding How Work Really Gets Done

- The reality of workplace productivity.
- Identifying personal and team work patterns.
- Recognizing hidden workflow bottlenecks.
- Differentiating urgent vs. important tasks.
- Energy management and peak performance periods.
- Understanding task dependencies and handoffs.
- Communication fundamentals for effective work.
- Setting realistic goals and expectations.
- Introduction to continuous improvement mindset.
- Identifying barriers to efficiency and engagement.

Day 2: Maximizing Personal Focus and Efficiency

- Techniques to reduce distractions.
- Prioritization and time-blocking strategies.
- Managing digital interruptions effectively.
- Deep work principles for higher output.
- Stress and energy management.
- Designing an optimal workspace.
- Daily planning, reflection, and review habits.
- Personal productivity self-assessment.
- Developing routines for sustained focus.
- Tools and techniques to monitor personal performance.

Day 3: Enhancing Teamwork and Collaboration

- Building high-performing teams.
- Communication styles and their impact on collaboration.
- Trust-building and accountability in teams.
- Conflict resolution and constructive feedback.
- Collaboration tools and techniques.
- Aligning team objectives with individual goals.
- Motivating and influencing team members.
- Managing virtual and cross-functional teams.
- Case studies of successful teamwork.
- Strengthening team decision-making and problem-solving.

Day 4: Optimizing Everyday Job Performance

- Streamlining workflows and processes.
- Effective delegation strategies.
- Decision-making frameworks for daily work.
- Problem-solving techniques for complex challenges.
- Identifying and eliminating inefficiencies.
- Leveraging individual and team strengths.
- Balancing quality and speed of delivery.
- Managing workload under pressure.
- Implementing quick-win performance improvements.
- Real-time application exercises and simulations.

Day 5: Sustaining High Performance and Action Planning

- Reviewing personal and team performance insights.
- Setting SMART goals for improvement.
- Developing a personal and team action plan.
- Strategies for maintaining focus and productivity long-term.
- Continuous improvement and learning mindset.
- Tracking progress and measuring results.
- Sharing best practices within teams and across departments.
- Building resilience and adaptability for future challenges.
- Celebrating achievements and reinforcing motivation.
- Course wrap-up, reflections, and next steps.



Course Agenda:

(1st Day) Agenda

9.00	11.30	<u>Discuss Course Major Points</u> <ul style="list-style-type: none"> • Understanding How Work Really Gets Done. • Maximizing Personal Focus and Efficiency. • Enhancing Teamwork and Collaboration. • Optimizing Everyday Job Performance. • Sustaining High Performance and Action Planning.
11.30	12.00	Coffee Break
12.00	14.00	<u>Understanding How Work Really Gets Done</u> <ul style="list-style-type: none"> • The reality of workplace productivity. • Identifying personal and team work patterns. • Recognizing hidden workflow bottlenecks. • Differentiating urgent vs. important tasks. • Energy management and peak performance periods. • Understanding task dependencies and handoffs. • Communication fundamentals for effective work. • Setting realistic goals and expectations. • Introduction to continuous improvement mindset. • Identifying barriers to efficiency and engagement.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(2nd Day) Agenda

9.00	11.30	<u>Maximizing Personal Focus and Efficiency</u> <ul style="list-style-type: none"> • Techniques to reduce distractions. • Prioritization and time-blocking strategies. • Managing digital interruptions effectively. • Deep work principles for higher output. • Stress and energy management.
11.30	12.00	Coffee Break
12.00	14.00	<u>Maximizing Personal Focus and Efficiency</u> <ul style="list-style-type: none"> • Designing an optimal workspace. • Daily planning, reflection, and review habits. • Personal productivity self-assessment. • Developing routines for sustained focus. • Tools and techniques to monitor personal performance.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(3rd Day) Agenda

9.00	11.30	<u>Enhancing Teamwork and Collaboration</u> <ul style="list-style-type: none"> • Building high-performing teams. • Communication styles and their impact on collaboration. • Trust-building and accountability in teams. • Conflict resolution and constructive feedback. • Collaboration tools and techniques.
11.30	12.00	Coffee Break
12.00	14.00	<u>Enhancing Teamwork and Collaboration</u> <ul style="list-style-type: none"> • Aligning team objectives with individual goals. • Motivating and influencing team members. • Managing virtual and cross-functional teams. • Case studies of successful teamwork. • Strengthening team decision-making and problem-solving.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(4th Day) Agenda

9.00	11.30	<u>Optimizing Everyday Job Performance</u> <ul style="list-style-type: none"> • Streamlining workflows and processes. • Effective delegation strategies. • Decision-making frameworks for daily work. • Problem-solving techniques for complex challenges. • Identifying and eliminating inefficiencies.
11.30	12.00	Coffee Break
12.00	14.00	<u>Optimizing Everyday Job Performance</u> <ul style="list-style-type: none"> • Leveraging individual and team strengths. • Balancing quality and speed of delivery. • Managing workload under pressure. • Implementing quick-win performance improvements. • Real-time application exercises and simulations.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(5th Day) Agenda

9.00	11.30	<u>Day 5: Sustaining High Performance and Action Planning</u> <ul style="list-style-type: none"> • Reviewing personal and team performance insights. • Setting SMART goals for improvement. • Developing a personal and team action plan. • Strategies for maintaining focus and productivity long-term. • Continuous improvement and learning mindset.
11.30	12.00	Coffee Break
12.00	14.00	<u>Day 5: Sustaining High Performance and Action Planning</u> <ul style="list-style-type: none"> • Tracking progress and measuring results. • Sharing best practices within teams and across departments. • Building resilience and adaptability for future challenges. • Celebrating achievements and reinforcing motivation. • Course wrap-up, reflections, and next steps.
14.00	14.30	Questions, Discussion & Conclusion Training Course.
14.30		Buffet Lunch