

**COURSE OVERVIEW SS0789**  
**Maintaining Individual Daily Work (Reporting & Planning)**

**Course Title**

Maintaining Individual Daily Work (Reporting & Planning)

**Course Date/Venue**

October 26-30, 2025/Boardroom 1, Elite Byblos Hotel, Al Barsha, Sheikh Zayed Road, Dubai, UAE

**Course Reference**

SS0789

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



**Course Description**



***80% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.***



This course is designed to provide participants with a detailed and up-to-date overview of Maintaining Individual Daily Work (Reporting & Planning). It covers the importance of planning and reporting and the benefits of effective daily work management; setting daily goals and objectives, the key time management techniques and prioritization methods; the digital tools for planning and prioritizing tasks effectively; the workplace organization and transition from daily to weekly and monthly plans; the techniques for long-term planning including task breakdown and scheduling; the use of digital tools for planning and handling interruptions and distractions; and the effective delegation and personal productivity techniques.



During this interactive course, participants will learn the importance and benefits of daily reporting; creating daily reports, using reporting tools, analyzing report data and communicating report findings; using feedback to improve reporting and the importance of integrating planning and reporting; adjusting plans based on report data; developing a personal work management system and coordinating reports within teams; the advanced digital tools for planning and reporting; and the emerging trends in work management, adapting to changing work environments and incorporating sustainability into daily work practices.

### Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on maintaining individual daily work (reporting and planning)
- Discuss the importance of planning and reporting and the benefits of effective daily work management
- Set daily goals and objectives and apply key time management techniques and prioritization methods
- Identify digital tools for planning, prioritize tasks effectively and apply workplace organization
- Transition from daily to weekly and monthly plans and carryout techniques for long-term planning including task breakdown and scheduling
- Use digital tools for planning, handle interruptions and distractions and apply effective delegation and personal productivity techniques
- Discuss the importance and benefits of daily reporting, create daily reports, use reporting tools, analyze report data and communicate report findings
- Use feedback to improve reporting, explain the importance of integrating planning and reporting and adjust plans based on report data
- Develop a personal work management system, coordinate reports within teams and apply advanced digital tools for planning and reporting
- Discuss the emerging trends in work management, adapt to changing work environments and incorporate sustainability into daily work practices

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

### Who Should Attend

This course provides a complete and up-to-date overview of the maintaining individual daily work (reporting & planning) for project managers, executives and managers, team leaders and supervisors, administrative professionals, sales representatives, freelancers and consultants, administrative assistants.

### **Course Certificate(s)**

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### **Certificate Accreditations**

Certificates are accredited by the following international accreditation organizations: -


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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

### **Accommodation**

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.



**Course Instructor**

This course will be conducted by the following instructor. However, we have the right to change the course instructor prior to the course date and inform participants accordingly:



**Dr. Joe Nel**, PE, PhD, MSc, MBA, BSc, PMI-PMP, is **Senior Project Management Consultant** with extensive experience within the **Oil, Gas and Petrochemical** industries. His expertise includes **Managing Conflicts, Conflict Management, Influence and Conflict Resolution, Project Management, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Value Engineering, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Logistics & Supply Chain Management, Materials Management, Asset Management, Procurement & Purchasing Management, Quality Management System (QMS), Business Management, Time Management, Performance Management, Construction Management, Negotiation & Presentation Skills, Supervisory & Management Skills, Purchasing, Warehousing, Coaching & Mentoring and Strategic Decision Making**. Further, his experience includes resource management, systems development, financial analysis & forecast, risk identification & analysis and material appraisal. He is currently the **Senior Consultant** wherein he is responsible of the project management systems and processes.

During Dr. Nel’s career life, he has shared his knowledge and practical expertise through numerous trainings worldwide and as a **Professor, Lecturer & Facilitator** of various **universities**. He has shown his expertise in challenging positions such as the **Project Manager, Senior Consultant, Senior Trainer, Office Manager, General Production Manager, Junior Design Engineer and Site Engineer**.

Dr. Nel is a **Registered Professional Engineer** by **ECSA**, has **PhD in Industrial Engineering, Master’s degrees in Civil Engineering and Business Administration (MBA)** and a **Bachelor’s degree in Civil Engineering** from the **University of Stellenbosch**. Further, he is an active **member** of the South African Institute of Civil Engineers (**SAICE**), the Institute of Municipal Engineers South Africa (**IMESA**) and the Project Management South Africa (**PMSA**). Moreover, he is a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** a **Certified Instructor/Lecturer, Project Management Professional** and has certifications in **PRINCE2 Foundations** and **Construction Management Program**. He has delivered numerous trainings, workshops, seminars, courses and conferences internationally.

**Course Fee**

**US\$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

**Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

**Course Program**

The following program is planned for this course. However, the course instructor may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1: Sunday, 26<sup>th</sup> of October 2025**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Overview of Daily Work Management</b> Importance of Planning and Reporting • Benefits of Effective Daily Work Management
0930 – 0945	Break
0945 – 1030	<b>Setting Daily Goals &amp; Objectives</b> Importance of Clear Goals • Techniques for Setting Achievable Objectives
1030 – 1130	<b>Time Management Principles</b> Key Time Management Techniques • Prioritization Methods (Eisenhower Matrix, ABC Method)
1130 - 1230	<b>Daily Planning Tools</b> Introduction to Planning Tools (Calendars, Planners) • Digital Tools for Planning (Trello, Asana)
1230 – 1245	Break
1245 – 1330	<b>Creating Effective To-Do Lists</b> Structure of a To-Do List • Prioritizing Tasks Effectively
1330 – 1420	<b>Workplace Organization</b> Importance of an Organized Workspace • Tips for Maintaining an Efficient Work Environment
1420 - 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

**Day 2: Monday, 27<sup>th</sup> of October 2025**

0730 – 0830	<b>Weekly &amp; Monthly Planning</b> Transitioning from Daily to Weekly and Monthly Plans • Techniques for Long-Term Planning
0830 – 0930	<b>Task Breakdown &amp; Scheduling</b> Breaking Down Larger Tasks • Scheduling Tasks Throughout the Day
0900 – 0915	Break
0915 – 1100	<b>Using Digital Tools for Planning</b> In-Depth Look at Planning Software • Integrating Digital Tools into Daily Routines
1100 – 1230	<b>Handling Interruptions &amp; Distractions</b> Identifying Common Distractions • Techniques for Minimizing Interruptions
1230 – 1245	Break
1245 – 1330	<b>Effective Delegation</b> Principles of Delegation • When and How to Delegate Tasks
1330 – 1420	<b>Personal Productivity Techniques</b> Methods to Enhance Personal Productivity • Techniques like Pomodoro, Time Blocking
1420 - 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

**Day 3: Tuesday, 28<sup>th</sup> of October 2025**

0730 – 0830	<b>Importance of Daily Reporting</b> Benefits of Regular Reporting • Types of Reports and Their Uses
0830 – 0930	<b>Creating Daily Reports</b> Structure of an Effective Daily Report • Key Elements to Include
0900 – 0915	Break
0915 – 1100	<b>Using Reporting Tools</b> Digital Tools for Reporting (Excel, Reporting Software) • Templates for Consistent Reporting
1100 – 1230	<b>Analyzing Report Data</b> Techniques for Analyzing Daily Data • Identifying Trends and Patterns
1230 – 1245	Break
1245 – 1330	<b>Communicating Report Findings</b> Best Practices for Communicating Reports • Tailoring Reports for Different Audiences
1330 – 1420	<b>Feedback &amp; Continuous Improvement</b> Using Feedback to Improve Reporting • Techniques for Continuous Improvement
1420 - 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

**Day 4: Wednesday, 29<sup>th</sup> of October 2025**

0730 – 0830	<b>Connecting Planning with Reporting</b> Importance of Integrating Planning and Reporting • Techniques for Seamless Integration
0830 – 0930	<b>Using Reports to Inform Planning</b> How Daily Reports Influence Future Plans • Adjusting Plans Based on Report Data
0900 – 0915	Break
0915 – 1100	<b>Developing a Personal Work Management System</b> Creating a System that Works for You • Combining Tools and Techniques
1100 – 1230	<b>Case Studies in Effective Work Management</b> Real-World Examples of Successful Planning and Reporting • Lessons Learned and Best Practices
1230 – 1245	Break
1245 – 1330	<b>Collaborative Planning &amp; Reporting</b> Techniques for Team Planning • Coordinating Reports within Teams
1330 – 1420	<b>Workshop: Creating Integrated Plans &amp; Reports</b> Hands-On Activity to Create a Daily Plan and Report • Group Discussion and Feedback
1420 - 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

**Day 5: Thursday, 30<sup>th</sup> of October 2025**

0730 – 0830	<b>Advanced Digital Tools for Planning &amp; Reporting</b> Exploring Advanced Features of Planning and Reporting Tools • Customizing Tools for Specific Needs
0830 – 0930	<b>Emerging Trends in Work Management</b> Introduction to New Trends and Technologies • Future Directions in Planning and Reporting
0930 – 0945	Break
0945 – 1100	<b>Adapting to Changing Work Environments</b> Flexibility in Planning and Reporting • Techniques for Remote and Hybrid Work
1100 – 1215	<b>Sustainability &amp; Work Management</b> Incorporating Sustainability into Daily Work Practices • Techniques for Sustainable Planning
1215 – 1230	Break
1230 – 1345	<b>Regulatory &amp; Compliance Aspects</b> Understanding Relevant Regulations • Ensuring Compliance in Reporting
1345 - 1400	<b>Course Conclusion</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course



**Practical Sessions**

80% of this highly-interactive course is practical sessions. Theory learnt (20%) will be applied using various role-plays, case studies and practical sessions.



**Course Coordinator**

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