

## **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**







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.



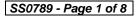
During this interactive course, participants will learn the importance and benefits of daily reporting; creating daily reports, using reporting tools, analyzing report data and communicating report findings; using feedback to improve reporting and the importance of integrating planning and reporting; 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 "Haward 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.

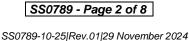
















## **Course Certificate(s)**

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: -



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.



## 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.

#### <u>Accommodation</u>

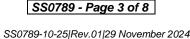
Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.













### **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, Construction Management, Negotiation Performance Management, 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. Nei'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 Civil Master's degrees Engineering. in 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:

Sunday, 26th of October 2025

0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 - 0930	Overview of Daily Work Management Importance of Planning and Reporting • Benefits of Effective Daily Work Management
0930 - 0945	Break
0945 - 1030	Setting Daily Goals & Objectives Importance of Clear Goals • Techniques for Setting Achievable Objectives
1030 – 1130	Time Management Principles Key Time Management Techniques • Prioritization Methods (Eisenhower Matrix, ABC Method)
1130 - 1230	Daily Planning Tools Introduction to Planning Tools (Calendars, Planners) ● Digital Tools for Planning (Trello, Asana)
1230 - 1245	Break
1245 - 1330	Creating Effective To-Do Lists Structure of a To-Do List ● Prioritizing Tasks Effectively
1330 – 1420	Workplace Organization Importance of an Organized Workspace • Tips for Maintaining an Efficient Work Environment
1420 - 1430	Recap 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, 27th of October 2025
0730 - 0830	Weekly & Monthly Planning
	Transitioning from Daily to Weekly and Monthly Plans • Techniques for
	Long-Term Planning
0830 - 0930	Task Breakdown & Scheduling
	Breaking Down Larger Tasks • Scheduling Tasks Throughout the Day
0900 - 0915	Break
0915 - 1100	Using Digital Tools for Planning
	In-Depth Look at Planning Software • Integrating Digital Tools into Daily
	Routines
	Handling Interruptions & Distractions
1100 - 1230	Identifying Common Distractions • Techniques for Minimizing
	Interruptions
1230 - 1245	Break
1245 – 1330	Effective Delegation
1245 - 1550	Principles of Delegation ● When and How to Delegate Tasks
1330 – 1420	Personal Productivity Techniques
	Methods to Enhance Personal Productivity • Techniques like Pomodoro,
	Time Blocking
	Recap
1420 - 1430	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

Dav 3: Tuesday, 28th of October 2025

Day 3:	ruesday, 26" Or October 2025
0730 - 0830	Importance of Daily Reporting
	Benefits of Regular Reporting • Types of Reports and Their Uses
0830 - 0930	Creating Daily Reports
	Structure of an Effective Daily Report • Key Elements to Include
0900 - 0915	Break
0915 – 1100	Using Reporting Tools
	Digital Tools for Reporting (Excel, Reporting Software) • Templates for
	Consistent Reporting
1100 – 1230	Analyzing Report Data
	Techniques for Analyzing Daily Data • Identifying Trends and Patterns
1230 - 1245	Break
	Communicating Report Findings
1245 - 1330	Best Practices for Communicating Reports • Tailoring Reports for Different
	Audiences
1330 – 1420	Feedback & Continuous Improvement
	Using Feedback to Improve Reporting • Techniques for Continuous
	Improvement
1420 - 1430	Recap
	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, 29th of October 2025

Day 4.	Wednesday, 29 Of October 2025
0730 – 0830	Connecting Planning with Reporting Importance of Integrating Planning and Reporting • Techniques for
	Seamless Integration
	Using Reports to Inform Planning
0830 – 0930	How Daily Reports Influence Future Plans • Adjusting Plans Based on
	Report Data
0900 - 0915	Break
0915 – 1100	Developing a Personal Work Management System
	Creating a System that Works for You • Combining Tools and Techniques
	Case Studies in Effective Work Management
1100 – 1230	Real-World Examples of Successful Planning and Reporting • Lessons
	Learned and Best Practices
1230 – 1245	Break
1245 - 1330	Collaborative Planning & Reporting
1243 - 1330	Techniques for Team Planning • Coordinating Reports within Teams
	Workshop: Creating Integrated Plans & Reports
1330 – 1420	Hands-On Activity to Create a Daily Plan and Report • Group Discussion
	and Feedback
1420 - 1430	Recap
	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

Day 5:	Thursday, 30" of October 2025
	Advanced Digital Tools for Planning & Reporting
0730 - 0830	Exploring Advanced Features of Planning and Reporting Tools •
	Customizing Tools for Specific Needs
	Emerging Trends in Work Management
0830 - 0930	Introduction to New Trends and Technologies • Future Directions in
	Planning and Reporting
0930 - 0945	Break
	Adapting to Changing Work Environments
0945 - 1100	Flexibility in Planning and Reporting • Techniques for Remote and Hybrid
	Work
	Sustainability & Work Management
1100 - 1215	Incorporating Sustainability into Daily Work Practices • Techniques for
	Sustainable Planning
1215 - 1230	Break
1230 1345	Regulatory & Compliance Aspects
1230 – 1345	Understanding Relevant Regulations • Ensuring Compliance in Reporting
	Course Conclusion
1345 - 1400	Using this Course Overview, the Instructor(s) will Brief Participants about
	the Course Topics that were Covered During the Course
1400 - 1415	POST-TEST
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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