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Course Name

Advanced Problem Solving: Maximizing Efficiency and Productivity

Sector Name

Interpersonal Skills and Self Development

Document Type

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Advanced Problem Solving: Maximizing Efficiency and Productivity

Course Introduction

This **three-day** course, Advanced Problem Solving: Maximizing Efficiency and Productivity, is designed to empower participants with advanced problem-solving techniques, effective time management strategies, and essential communication skills.

The course focuses on enhancing efficiency, reducing effort, and boosting productivity through practical approaches and interactive exercises. Participants will learn to tackle complex issues with minimal effort while effectively managing their time and communicating solutions.

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Advanced Problem Solving: Maximizing Efficiency and Productivity

Target Audience

- ✓ Mid to senior-level managers
- ✓ Team leaders and project managers
- ✓ Professionals involved in process improvement and operational efficiency
- ✓ Individuals seeking to enhance their problem-solving, time management, and communication skills

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Learning Objectives

- ✓ Apply advanced problem-solving techniques to improve efficiency and productivity.
- ✓ Utilize effective time management strategies to streamline problem-solving processes.
- ✓ Develop strong communication skills to facilitate collaborative problem-solving.
- ✓ Implement strategies to reduce effort and enhance productivity in their roles.
- ✓ Create and sustain actionable plans for continuous improvement.

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Course Outline

✓ 01 Day One

Foundations of Advanced Problem Solving and Time Management

Introduction to Advanced Problem Solving

- ✓ Overview of problem-solving concepts
- ✓ Importance of efficiency and productivity in problem resolution

Techniques for Enhancing Efficiency

- ✓ Time management strategies (e.g., prioritization, scheduling, and delegation)
- ✓ Tools and methods for streamlining problem-solving processes
- ✓ Case studies: Successful efficiency improvements

Effective Problem Analysis

- ✓ Root cause analysis techniques (e.g., 5 Whys, Fishbone Diagram)
- ✓ Prioritizing issues for effective resolution
- ✓ Practical exercise: Analysing a real-world problem

Interactive Session

- ✓ Group activity: Identifying inefficiencies in a provided scenario
- ✓ Discussion on best practices and solutions

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Course Outline

✓ 02 Day Two

Strategies for Reducing Effort, Enhancing Productivity, and Communication Skills

Reducing Effort in Problem Solving

- ✓ Automation and technology solutions
- ✓ Simplifying processes and procedures
- ✓ Best practices for minimizing manual effort

Enhancing Productivity through Effective Solutions

- ✓ Developing and implementing productivity-enhancing strategies
- ✓ Leveraging data and analytics for decision-making
- ✓ Case studies: Productivity gains through innovative problem-solving

Effective Time Management for Problem Solving

- ✓ Techniques for optimizing time allocation and task management
- ✓ Overcoming common time management challenges
- ✓ Hands-on exercises: Time management in problem-solving scenarios

Developing Communication Skills for Problem Solving

- ✓ Effective communication techniques for collaboration and persuasion
- ✓ Strategies for presenting solutions clearly and confidently
- ✓ Role-playing exercises: Communicating complex solutions to diverse audiences

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Course Outline

✓ 03 Day Three

Implementing Solutions and Sustaining Improvements

Developing Action Plans

- ✓ Creating actionable plans for implementing solutions
- ✓ Measuring and monitoring effectiveness
- ✓ Setting goals and benchmarks for success

Refining Problem-Solving Approaches

- ✓ Continuous improvement methodologies (e.g., Kaizen, Six Sigma)
- ✓ Feedback and refinement strategies
- ✓ Building a culture of problem-solving and innovation

Final Project

- ✓ Group project: Developing a comprehensive problem-solving and time management plan
- ✓ Presentation and peer review of solutions
- ✓ Discussion of lessons learned and key takeaways

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Advanced Problem Solving: Maximizing Efficiency and Productivity

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 7, 2026	Sept. 9, 2026	3 days	3950.00 \$	Netherlands , Amsterdam
March 15, 2027	March 17, 2027	3 days	3250.00 \$	UAE , Dubai
April 25, 2027	April 27, 2027	3 days	3250.00 \$	Qatar , Doha
Nov. 23, 2026	Nov. 25, 2026	3 days	3250.00 \$	UAE , Dubai

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