



Consulting and Training | Reach New Heights

Course Name

Work Scheduling

Sector Name

Interpersonal Skills and Self Development

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

Work Scheduling

Course Introduction

Work scheduling is about deciding when work happens, not what work to do. Poor scheduling leads to bottlenecks, idle time, missed deadlines, and pressure—even when planning and workload distribution exist.

Developed by **Boost**, this course presents work scheduling as a coordination and timing discipline that aligns people, tasks, and time windows. The program equips participants with practical methods to sequence work, allocate time slots, and adjust schedules dynamically—without relying on software tools or complex methodologies.

Boost's Work Scheduling course enables professionals to improve flow, predictability, and on-time delivery.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Work Scheduling

Target Audience

- ✓ Supervisors and coordinators
- ✓ Operations and administrative staff
- ✓ Team leaders managing daily schedules
- ✓ Professionals coordinating shared resources
- ✓ Employees responsible for delivery timelines

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Work Scheduling

Learning Objectives

- ✓ Understand the purpose and value of work scheduling
- ✓ Create realistic schedules for people and tasks
- ✓ Sequence work to reduce delays and conflicts
- ✓ Adjust schedules when priorities or conditions change
- ✓ Coordinate schedules across teams and dependencies
- ✓ Improve timeliness and execution reliability

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Work Scheduling

Course Outline

✓ DAY 01

Understanding Work Scheduling

Module 1: What Work Scheduling Really Means

- ✓ Scheduling vs. planning
- ✓ Why good plans fail without scheduling
- ✓ Impact of poor scheduling on execution

Module 2: Scheduling in the Work Context

- ✓ Individual, team, and shared schedules
- ✓ Fixed vs. flexible schedules
- ✓ Understanding constraints

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Work Scheduling

Course Outline

✓ Day 02

Building Effective Schedules

Module 3: Sequencing Tasks and Activities

- ✓ Logical order of work
- ✓ Managing dependencies
- ✓ Avoiding clashes and idle time

Module 4: Estimating Time Windows

- ✓ Realistic time estimation
- ✓ Buffering and contingency
- ✓ Preventing schedule overload

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Work Scheduling

Course Outline

✓ Day 03

Coordinating Schedules

Module 5: Scheduling Across People and Teams

- ✓ Aligning individual schedules
- ✓ Shared resources and conflicts
- ✓ Cross-team coordination

Module 6: Communicating Schedules Clearly

- ✓ Setting expectations
- ✓ Confirming availability
- ✓ Managing schedule changes professionally

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Work Scheduling

Course Outline

✓ Day 04

Managing Changes and Disruptions

Module 7: Adjusting Schedules Under Pressure

- ✓ Handling urgent requests
- ✓ Re-sequencing work
- ✓ Protecting critical timelines

Module 8: Common Scheduling Challenges

- ✓ Overbooking and underutilization
- ✓ Last-minute changes
- ✓ Managing interruptions

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Work Scheduling

Course Outline

✓ Day 05

Sustaining Effective Scheduling

Module 9: Monitoring Schedule Performance

- ✓ Tracking adherence to schedules
- ✓ Identifying recurring delays
- ✓ Learning from schedule breakdowns

Module 10: Building Scheduling Discipline

- ✓ Consistent scheduling practices
- ✓ Accountability for time commitments
- ✓ Continuous improvement in scheduling

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Work Scheduling

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 25, 2027	April 29, 2027	5 days	4250.00 \$	KSA , Riyadh
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai
July 12, 2027	July 16, 2027	5 days	4950.00 \$	England , London
Oct. 19, 2026	Oct. 23, 2026	5 days	2150.00 \$	Virtual , Online

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

