

# ATTENTION MANAGEMENT CERTIFICATION

As per International Standards



## UNICHROME

# Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Attention Management Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Attention Management Training Course schedule



# About Unichrone

✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

## We've trained professionals across global companies

PHILIPS

AXCESS  
FINANCIAL PRODUCT MANAGEMENT

CLARIANT



AkerSolutions

WÜRTH

baycoat

DU PONT

DASHTI

GlobalSign

Triskele Labs

مصرف الراجحي  
Al Rajhi Bank

DHL

ARASCO



أراسكو

## Importance of Attention Management Training

- ✓ Attention Management Certification fosters and sustains personal and professional drive. Certified professionals learn all about human motivation, goals, means, and ways of responding to barriers and challenges. Certification allows professionals to unlock strengths of both intrinsic and extrinsic motivation systems, establish Specific Measurable Achievable Relevant and Time-bound (SMART) goals, and put into practice effective strategies. As a result, certified individuals are able to increase overall organizational effectiveness, decrease stress, and increase personal satisfaction.
- ✓ Attention Management Certification Training helps individuals escalate their performance to higher levels. Exploring topics of incentives, goals, and time management, participants receive the knowledge needed to inspire passion and focus to achieve incredible results. Each module combines both an understanding of the respective hypothetical model and the practical experience gained through applying the material to one's own life. This extensive training is helpful since it ensures individuals acquire the tools and competence required in their working lives besides personal ones to become happy and productive.

## ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Attention Management Training Course. However, having prior knowledge is beneficial.

## WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills to understand Attention Management can enroll in the Attention Management Training course.

# ATTENTION MANAGEMENT CERTIFICATION ADVANTAGES



CERTIFIES  
YOUR TALENT



HELPS  
BUILDING  
VALUES



GLOBAL  
RECOGNITION



PERFECT  
EXECUTION



BUILDS  
CUSTOMER  
LOYALTY



MORE  
EMPLOYABILITY  
OPTIONS

# Syllabus of Attention Management Training

## Lesson 01 – Introduction to Attention Management

1.	What is Attention Management?
2.	Types of Attention
3.	Link Between Time Management and Attention Management
4.	Urgency Vs Importance

## Lesson 02 – Setting Goals and Objectives

1.	Why Set Goals?
2.	SMART Goals
3.	How to Achieve Goals?
4.	Steps to Achieve Goals

# Syllabus of Attention Management Training

## Lesson 03 – Attention Management Principles

1.	Avoiding Interruptions and Distractions
2.	Efficiency in Meetings
3.	Delegating
4.	Resting your Brain
5.	Multitasking
6.	Planning for Procrastination
7.	Art of Saying “No”
8.	Emotional Intelligence
9.	Areas for Emotional Development
10.	Introduction to Developing and Breaking Habits
11.	Developing a New Habit and Breaking Habits

## Lesson 04 – Prioritization Techniques

1.	Pareto Principle 80/20
2.	2 Minute Rule
3.	MoSCoW Technique
4.	AHP
5.	5 WHYS
6.	Grid Analysis Decision-Making Tool



# Syllabus of Attention Management Training

## Lesson 05 – Influencing Attention Management

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|----|--|
| 1. | Techniques to Influence Attention Management |
| 2. | Effective Communication                      |
| 3. | Motivating Through Attention Management      |

# Exam Format of Attention Management Certification

Examination Format	
Exam Name	Attention Management Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Attention Management, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Attention Management exam.

# Contact Us

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<https://unichrone.com/>

