ATTENTION MANAGEMENT CERTIFICATION

As per International Standards



UNICHRONE



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

















































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













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	



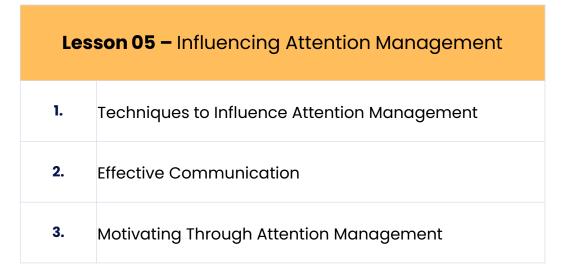
Syllabus of Attention Management Training

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





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.



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