



Second communication training

TIME MANAGEMENT AND INTERPERSONAL COMMUNICATION

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23rd, 24th and 25th June 2021, Ramada Plaza Hotel,
Gammarth, Tunis, Tunisia.



Empowered lives.
Resilient nations.



The first communication training on "**Development of a communication plan and strengthening of interpersonal communication skills within MED4EBM project team**" was held on 29th and 30th of December 2020 in Sfax and it focused on the mastering of interpersonal communication tools. Through micro-coaching sessions, theoretical presentations and simulation exercises, participants improved their skills in the following topics:

- Interpersonal communication techniques.
- Stress management in communication activities.
- Knowledge of the main reasons for miscommunication and their removal.

The second communication training on "**Time management and interpersonal communication**" is a continuation of the first interpersonal training and will also focus on the management of time, priorities, and conflict situations.

These two pieces of training are carried out within the framework of the partnership project "**Mediterranean Forum for Applied Ecosystem-Based Management, MED4EBM**". More specifically, they are part of the activities of Work Package 5 (WP5) entitled "**Capacity and competence building**" which aims to enhance the capacities and technical skills of Integrated Coastal Zone Management (ICZM) actors and stakeholders in implementing and developing the Ecosystem-Based ICZM (EB-ICZM) tools and governance protocol. These are essential tasks for the success of the project and they are based on the participatory approach that involves scientific, technical, administrative, and civil-society stakeholders who may see the same reality from a different point of views and, thus, their involvement in the ICZM multi-sector planning processes may bring conflicts. The interpersonal communication pieces of training focusing on team building and conflict management strategies will help to handle this difficult process, allowing the said stakeholders to collaborate and to develop a collective understanding and vision of their EB-ICZM context. Furthermore, the time management training can help participants to increase their productivity and commitment for the timely completion of the project.

1 – Objectives

This training on time management and interpersonal communication will allow participants (MED4EBM INSTM team and representatives of the Kneiss Islands stakeholders) to learn on:

- The good management of the conflict situations.
- The best practices for using digital tools.
- The time investment.

2 – Schedule of sessions

Day 1 / 23 th June 2021	
Theme	Interpersonal communication level 2
Duration	6 hours
Time	Sessions
09:00	Welcome of the participants
09:30 - 11:00	Session 1: Transactional Analysis <ul style="list-style-type: none"> • Definition • How to use it to avoid conflicts in daily work?
11:00 - 11:30	Coffee break
11:30 - 13:00	Session 2: Conflict management tools <ul style="list-style-type: none"> • SPASA • Socratic Maieutics
13:00 - 14:00	Lunch break
14:00 - 15:30	Session 3: Karpman Triangle <ul style="list-style-type: none"> • What is the Karpman triangle? • How to avoid critical situations according to Karpman?
15:30 - 16:00	Break
16:00 - 17:30	Session 4: Non-violent communication <ul style="list-style-type: none"> • Marshall Rosenberg's theory • Keys to successful communication
17:30 - 17:40	Closure of the first day of training

Day 2 / 24 th June 2021	
Theme	Interpersonal communication level 2
Duration	4 hours
Time	Sessions
09:00 - 11:00	Session 1: Improving the use of IT tools <ul style="list-style-type: none"> • The principles of optimal use of e-mail and phone calls • The option: Paper or computer management? • Good software use practices • Additional IT tools to support the application of time management rules
11:00 - 11:30	Coffee break

11:30 - 13:30	Session 2: Reducing the impact of other people through effective communication <ul style="list-style-type: none"> Managing interruptions Managing solicitations through targeted questions The framework for learning to say "no" when necessary
13:30 - 14:30	Lunch break
Theme	Time Management (Part I)
Duration	3 hours
Time	Sessions
14:30 - 16:00	Session 1: Take a step back from your habits and relationship to time <ul style="list-style-type: none"> The qualitative and quantitative analysis of his logbook The Personal "Time Thieves" Update
16:00 - 16:30	Break
16:30 - 18:00	Session 2: Integrate differentiation criteria into the management of your tasks <ul style="list-style-type: none"> The "Urgent" and "Important" criteria The notion of proactivity Eisenhower's task categorization matrix Prioritization of tasks
18:00 - 18:10	Closure of the second day of training

Day 3 / 25 th June 2021	
Theme	Time Management (Part II)
Duration	5 hours
Time	Sessions
09:00 - 11:00	Session 3: Organization of your daily tasks <ul style="list-style-type: none"> The task list and the basics of task management. The appropriate use of the agenda. The time laws and their impact on task management Weekly planning
11:00 - 11:30	Coffee break
11:30 - 13:00	Session 4 : Implementing time management actions <ul style="list-style-type: none"> The principle of immediate action Late work and how to deal with it
13:00 - 14:00	Lunch break
14:00 - 15:30	<ul style="list-style-type: none"> The value of continuous sequences The productive meeting guidelines
15:30 - 16:00	Closure of the training and delivery of certificates

3- Participants

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