



STRATEGIC



DIRECTION



TRAINING ON TARGET

Time Management Workshop

All managers are short of time. This shortage can be alleviated by the right approach to how you work.

This workshop enables managers to create more time, apparently, by helping them be more effective themselves and also by working through other people. Managers can then spend more time on Value Adding activities, rather than routine or fire fighting activities.

Course Overview

This 4 hour workshop explores the main reasons why managers 'run out of time'. These reasons include: -

- ▶ The poor choice of activities
- ▶ Task inefficiencies
- ▶ Weak delegation to others

The workshop then gives skills to solve these problems.

Course Details

Candidates are asked to prepare a pre-course diary as a basis for understanding what their current position. This will also be the basis for monitoring future improvement.

The workshop then covers tools and techniques for avoiding the major pit falls of time management.

- ▶ Poor prioritising of work ('urgent or important?')
- ▶ Self interruption
- ▶ Interruptions by others ('the time monkeys')
- ▶ Poor workplace management
- ▶ Ill-disciplined telephone management
- ▶ Wasteful e-mail usage

Benefits

As the result of the workshop the participants will have: -

- ▶ Awareness their current time control
- ▶ Identified specific pit-falls
- ▶ Learned skills to avoid/reduce the problems
- ▶ A personal action plan
- ▶ Less Hassle