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Title of course Time Management
Duration of course 1 day
Start and end time 9:30 to 16:30

Introduction and Aim

This course teaches delegates personal time management skills. Within the course are the simple, practical techniques to help all people in business make the best use of their time.

The skills we explain help delegates become highly effective, by showing them how to identify and focus on the activities that give them the greatest returns. Investing in these time management activities will help the delegates work smarter, not harder.

The aim is to highlight the harmful effects of poor time management and to identify a range of strategies for improving time management skills.

Course content:

- ◆ Definition of time management
- ◆ Important v Urgent
- ◆ Recognising and minimising/eliminating time thieves
- ◆ Tools to help organize your time
- ◆ Conducting effective meetings
- ◆ Handling/minimising interruptions
- ◆ Assertiveness
- ◆ Procrastination
- ◆ Goal setting
- ◆ Effective use of the telephone and e-mails
- ◆ Applications to help manage time

Open book assessment at end of course

cont....

For more information please contact: training@ays-ltd.co.uk

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Outcomes:

Delegates will be able to:

- ◆ effectively plan and prioritise their workload
- ◆ ensure their own and their manager's objectives are achieved
- ◆ understand the effects of poor time management on the individual, the team and the organisation
- ◆ understand KRA activities and actual work activities-possible reasons for non-correspondence
- ◆ eliminate or reduce time-stealers
- ◆ understand what's important v urgent
- ◆ deal effectively with emails and other intrusions
- ◆ plan ahead to enable deadlines to be met
- ◆ understand how the way they approach work will impact on their ability to manage their working day
- ◆ identify tasks which can be delegated and how to delegate effectively
- ◆ see the beneficial effects of good time management

Suitable for: All staff members, including managers. Anyone who wants to gain practical guidelines to deal with their working day effectively and feel 'in control'.

Previous experience required: None

Delegate number: Min 4 – Max 10

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