Time Management and Personal Effectiveness

Overview

This programme incorporates our basic Time Management skills course and builds on from it with the concept of value-added time and a purpose-driven role.

Objectives

- For delegates to understand the personal benefits to them of managing their time

- For each delegate to identify general guidelines for overall time planning appropriate to their own role

- For each delegate to develop communication skills to enable them to respond to the demands of others without jeopardising their own priorities

- For each delegate to prioritise effectively, thus becoming more proactive

- For each delegate to understand the habits of highly effective people

- For each delegate to identify value-added activities in their role and to establish a mission/purpose for their time at work

- For each delegate to develop a personal effectiveness plan to use over the following 12 months

Contents

Day 1

- Introduction to time management

- The consequences of poor time management

- Establishing individual problems and objectives

- Understand your natural preference to managing your time

- Establishing your own time management system

- Guidelines for overall time planning

- Managing priorities

- Negotiation skills and assertive behaviour

- Time robbers

- Summary and action plan

Day 2

- Recap of learning from day one

- Managing upwards

- Case Scenarios and exercises

- Action learning group

- Summary and action plan