

Time Management

Course Background:

Time management is an essential skill for everyone. Do you find truth in the statement- 'there aren't enough hours in the day'? Time is a resource that we cannot find enough of and successful time management is crucial to succeed in business.

This course will teach participants how to time manage effectively so that deadlines are met for high priority tasks. Moreover, it will enable participants to manage workload in a more time efficient manner.

Course Content:

This time management training course will give you clear and invaluable guidelines on how to successfully manage your time so the majority of it is spent on high-priority tasks. You will discover how to manipulate your work schedule so you can fit more into the day, make the most of your time and successfully complete tasks without stress, panic or embarrassment.

Learning Outcomes

- Costing time
- Tasking
- Setting objectives
- Monitoring
- Diary management
- Communication skills
- Listening & questioning techniques
- How to say "no" without causing offence
- Minimising interruptions
- Managing the work space
- Stress vs. crisis
- Speed reading
- Relaxing & calming
- Delegation skills
- Self assessment delegation
- Reading skills
- Practical exercises
- Benchmarking and key performance indicators

This Course is Designed For:

Time management courses are for anyone who wants to learn how to time manage effectively. All staff will benefit, but can be customized to certain groups of staff or employees at different levels within a particular organisation.

Training Methodology:

This course is classroom based and is highly interactive.

What to Bring to the Course:

It is preferable that participants will be briefed beforehand about the purpose of the coaching session and the aim of the course.

Duration of the Course:

1 day

Participants:

A maximum of 12 per course

Certification:

On completion of this course, participants will receive a certificate in time management.