

1 – 2 Day Programme

This programme enables individuals to achieve higher levels of professional performance in an increasingly complex and fast moving business environment.

This is a highly practical programme that will enable employees at all levels of the business to make more profitable use of their time, so that they can increase their personal effectiveness and achieve business objectives while maintaining a work / life balance.

The programme provides individuals with a range of easy to use tools that can be used straight away back at work to achieve maximum benefit.

Programme Content

- Principles of effective time management
- Analysis of current time allocation
- Setting effective and realistic objectives
- Creating and operating a personalised time management system
- Effective resource management
- Managing and prioritizing activities and resources
- Removing barriers to effectiveness
- Techniques for delegating
- Recognizing and managing stress

Additional Benefits

Participants attending this programme will receive:

- A full colour reference manual
- A time management checklist and toolkit pack



Business Benefits

By the end of the programme participants will be able to:

- Plan effectively against business and personal objectives
- Analyse and organise current allocation of time
- Create an individual time / activity management system
- Manage resources effectively
- Prioritise tasks against cost / benefit and spend more time working towards high value objectives
- Re-prioritise as objectives change
- Delegate activities with confidence
- Remove unproductive activities and refuse unreasonable requests
- Create time to think and plan

Testimonials

“Great — Learnt lots of simple techniques that will be easy to use and will really help me to organise myself”

“I’ve taken a vast amount of useful info away — very worthwhile — I would recommend this programme to others”

“I’ve got lots of tips to implement for myself and will take them back to the office and share them with my team”