

DEVELOPING PERSONAL EFFECTIVENESS – MANAGING TIME AND PRIORITIES (COM1)

A One Day Workshop helping you to accomplish much more in less time

Workshop Summary

Time is a luxury in business and it is a common complaint that “there are not enough hours in the day”. In this pressurised world, managers and staff in ever-changing roles are being asked to achieve higher levels of professional performance under increasing time pressures. No-one can afford to ignore the fact that the potential to achieve more in your job and from your personal life is partly dependent upon how well time is managed. This intensive one day Workshop identifies ways of managing time, priorities and people using innovative techniques and methods. It will introduce delegates to the concept of urgent *versus* important; teach them how to deal with interruptions; show them how to take control of their working practices and be clear about what they are trying to achieve professionally and personally; help them organise their lives to reach their goals.

Who Should Attend

Anyone who needs an introduction to the basic principles and practices of time management; team Leaders, managers and professionals who need to achieve results through people; those who want to achieve a more effective Work: Life balance.

Benefits to You and Your Organisation

By the end of the Workshop, participants will be able to:

- Gain greater control of time and resources
- Identify new ways of prioritising their workload
- Enhance personal and team efficiencies
- Reduce the effects of interruption and procrastination
- Manage effective delegation
- Develop a personal planning system for work and home

Workshop Contents

- The Importance of Time Management to yourself, your team and your organisation
- Time for what? Work: Life Balance
- Creating your own Personal Time Management System
- How to calculate the time you control; Identifying the things you do and do not control
- Identifying the Time Stealers and how to beat them; Saying No Assertively; Your personal preferences
- Priority Setting in a changing environment – urgent *versus* important
- The best way to develop Plans and stay Planned: Yearly, Monthly, Weekly and Daily
- Managing Yourself: Your Time Management behaviour and how to bring the best out of yourself
- Developing Objectives and turning Objectives into Tasks
- Managing People Effectively: the art of giving and receiving delegation
- Managing Meetings: getting more of the right things done
- Managing Communication: listening, reading, correspondence, telephone
- Dealing with Paperwork and clearing the desk for action
- Strategies for Maximising Efficiency: the 80 / 20 effectiveness rule

Follow Up Workshops

People Management Skills – Motivation, Delegation and Communication (MD2); Developing Personal Impact and Building Productive Relationships (COM2); Self Management and Personal Effectiveness (COM8)

Any of our Workshops can be tailored and delivered In-Company. Contact us for more details.

Dates On Application

Fee On Application

‘Please note the above Workshop requires minimum attendance numbers’