

Introduction

People who manage their time effectively tend to be the higher achievers in life. In business, time has a cost and a value, yet it is rarely managed as well as more tangible resources. Successful time managers concentrate on results, not on being busy.

Aim

To equip delegates with the strategies and techniques to make the best use of time.

Course Content

- Time Management Strategies
- Prioritising and planning
- Conducting effective meetings
- Handling/minimising interruptions
- Recognising and minimising/eliminating the time thieves
- Effective use of the telephone and e mails
- Mastering assertiveness
- Delegating
- Using applications to help with managing time

Outcomes

Delegates will understand how to:

- prioritise and plan
- conduct effective meetings
- handle and minimise interruptions
- recognise, and eliminate "time thieves"
- use telephone and e-mail effectively
- be assertive without upsetting others
- delegate effectively
- use proven systems for managing time

Suitable for: Staff at all levels.

Prior Knowledge/training: None required

Course Duration: 1 day

Numbers: Minimum 6, maximum 10

