



Time management and delegation

This workshop can be tailored to an organisation's requirements and give an overview of effective time management.

The interactive workshop will increase your skills in managing your time, improving the effectiveness and efficiency of what you do and how you do it. The workshop will equip you to prioritise the key tasks, set objectives identifying the achievement you want to attain, identify performance standards and constraints, create and monitor action plans and use basic available technology to support a more effective approach to managing your workload.

Course duration

Typically 1 day

Pre-requisites

None

Who should attend?

Anyone wishing to improve time management skills

Course style

Highly participative using exercises and case studies

Course Content

- the effects of time on our lives and work/life balance
- time management issues in the workplace
- planning and managing time successfully
- SMART targets
- planning tools for the working day - the energy curve, GANT chart, time logs, DIY time planner
- setting priorities
- delegation
- assertiveness
- dealing with interruptions
- effectively planning and managing time, paperwork, meetings, emails
- your time stealers action plan

Objectives

As a result of attending this workshop, you will be able to:

- determine ways to improve your time management
- explain rules of delegation
- set SMART objectives for yourself and others
- plan your workload effectively using the energy curve and prioritisation grid
- demonstrate assertiveness techniques that can prevent time loss
- manage meetings more effectively
- feel confident that you can manage time in the future and not let it manage you