



One Day Workshop

Who will benefit:

Anyone who considers that “there are never enough hours in a day” will benefit from this “common sense” approach to time management.

Objectives:

To enable participants to be able to effectively manage their day and themselves by using a range of time management techniques.

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

- ☺ State the impact poor time management has on them, their team and their organisation
- ☺ Identify how to plan and prioritise their day/week/month effectively to ensure they do the most important things first
- ☺ Explain how to manage interruptions (time bandits) using body language and assertive phrases
- ☺ Identify practical tips and techniques to use in the workplace

Module one – Time management awareness

- The impact of poor time management

Module two – Planning and prioritising

- Key result areas (KRAs)
- Why we have problems with time management – where is our focus?
- How to plan and prioritise
- Setting SMART objectives
- 4D principle

Module three – Managing interruptions and communication skills

- How much is your time worth?
- Dealing with ‘time bandits’
- Using assertive language and body language to manage situations
- Saying ‘no’