

Time Management – Advanced

Duration: 1 day

‘You can’t recycle wasted time’

To be effective, people must be able to manage their time. They must learn to delegate and prioritise in order to reduce stress, conflict and to meet deadlines. This course gives delegates the tools and strategies to plan and prioritise their workloads. Delegates will learn how to eliminate time wasters, schedule their time and deal with interruptions effectively.

Pre-course Work

Participants will be required to:

- Record their working practices in ‘real time’ for 5 days prior to attendance and return the information to trainers@rhodes-training.co.uk
- Complete a short pre-course questionnaire and return to trainers@rhodes-training.co.uk
- Bring with them a list of tasks and objectives

Who should attend this course?

Individuals who feel that work is managing them rather than they are managing work.

Specifically written for: Supervisors, team leaders and managers

Course Objectives

Upon completion of this course participants will be able to:

- Explain the importance of time management to individuals, departments and organisations
- Analyse their current allocation of time
- List the different types of time waster activities and identify which they suffer most from
- Confidently delegate the right work to the right person
- Set up effective systems to review progress towards pre-set goals
- Manage distractions and the ‘unexpected’ effectively
- Utilise tools and strategies for effective time management

Course Outline

Introduction to Time Management

- Understanding the importance of time and priority management
- Analysing and defining your job role
- Producing well defined objectives
- Establishing responsibilities and priorities
- Recognising different time wasters

Managing yourself

- Self-assessment exercise
- Identifying your own time management style
- Identifying your own time wasters
- Learn how to be self-disciplined

Managing others

- Recognise staff strengths and weaknesses
- Develop staff by delegating tasks
- Understand which tasks you must complete yourself and which to delegate

Assertiveness

- Identifying the three main types of behaviour associated with assertiveness
- Learning good management techniques to deal with pressure from others

Tools and Strategies for Time Management

- Using devices, diaries, time planners, etc. effectively
- Defining the difference between urgent and important
- Planning and prioritising your working day
- Dealing effectively with distractions
- Learning how to stay focussed

Personal Development

- Develop a personal action plan for effective time management for use in the workplace