

TIME MANAGEMENT PROGRAMME



Sample Agenda only – The actual content for all Beacons' programmes is tailored to participants' needs via a short questionnaire beforehand, with time spent on the areas which are of greatest concern and maximum value to participants.

Objective

To improve the personal effectiveness of participants by focussing on the key management skills that maximise their use of their working time.

Session Overview

Can't see the wood for the trees? Always too much 'stuff' to do? Can't say 'No'?

Here's a highly participative course, utilising pragmatic tips and tools and focussing on the actual working environment of participants, and what you can do to make yourself and your environment more effective.

Numbers

6-10 Delegates

Content Overview

1. PLANNING – diary, deadlines and timetables, use of time etc.
2. ORGANISING – paper handling, desk, filing etc.
3. DECISION MAKING - -gathering information, prioritising, deciding etc.
4. COMMUNICATING – effective listening, minute taking, telephone, e-mail etc.
5. DELEGATING – expectations, standards and milestones etc.
6. DOING – focus, balancing demands, saying 'no' etc.
7. PUTTING IT INTO PRACTICE – Practical work, on-site, in the office
8. ACTION PLANNING

On completion of this course delegates will be able to:

- Recognise their biggest timewasters
- Apply good practice in organising their work and time
- Manage interruptions
- Prioritise tasks effectively
- Select the most efficient and appropriate channel for communication
- Go back to work and make some changes happen