

TIME MANAGEMENT

Introduction

A one-day classroom workshop on time management enabling delegates to manage time more efficiently, reducing stress and enhancing productivity and personal health. The workshop can be tailored to suit varying levels of experience as well as specific skill requirements.

Who will benefit: All levels of management

Duration: One-day classic classroom session

No. of delegates: Up to 12 delegates

Optional value-add services

- Training Needs Analysis prior to design and delivery to establish exact requirements for maximum programme value
- Phone coaching for each delegate after the workshop to encourage the delegates to practise skills and discuss problem areas

Programme content

- Getting control of events
- Managing calls and meetings
- How to plan more effectively
- Important vs. urgent
- Managing emails
- Delegation (if appropriate)
- Setting and prioritising goals
- Identifying our key time bandits
- Dealing with procrastination
- Managing interruptions
- Setting action plans

Benefits

Delegates will have:

- identified the key barriers to efficient time management
- understood how to prioritise values and goals on a daily basis
- received practical skills to enhance productivity and increase efficiency within the organisation



DELIVERY

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