Time Management Course

Duration: One day
Delegate No: Min 3, Max 12
Times: 09:30 - 16:30

Target Audience

• This time management course provides training for company employees wishing to take more control of the way they spend and manage time.

• Helpful templates are provided to plan and control your workload on a daily, weekly and monthly basis, to assist with personal organisation and task management. We also tailor the course to accommodate the specific needs of managers or team.

Course Aim

• KSL’s time management courses provide tools and techniques that allow participants to manage their time more effectively and feel more in control.

• The training also enables participants to identify areas of their job where time could be better utilised and the actions necessary to alleviate problems identified.

Course Objectives

By the end of this one-day training course, the participants will have:

• Identified their biggest ‘time stealers’ which reduce their productivity and established solutions to reduce or remove their negative impact.

• Acquired practical time management skills for scheduling, planning and prioritising work.

• Discussed and practised a range of recognised time management techniques such as effective delegation, assertively saying ‘no’ and negotiating alternative solutions.

By failing to prepare, you are preparing to fail.

Benjamin Franklin

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Course Outline

09:30  Welcome and introductions
- Course objectives and outline for the day
- Domestic arrangements and style of programme
- Facilitator presentation and participant personal introductions

10:00  Identifying your greatest ‘time stealers’
- What are your greatest time stealers?
- Ice breaker exercise, small group and individual reflective exercise.

10:20  Guiding principles of time and self management
- Planning and controlling your workload
- Keeping yourself motivated to achieve tasks
- Reducing travel time and how to optimally use the time available to you
- Managing communication
- Small group exercise with presentation feedback and group discussion

11:00  Coffee

11:15  Identifying and managing peak physiological performance time
- Peak physiological performance and time
- Personal peak performance times
- Importance of breaks
- Negative effects of stress
- Presentation followed by individual exercise and group discussion

11:45  Saying ‘no’ and negotiating solutions
- Ways to say ‘no’ assertively
- Identifying potential win-win solutions
- Demonstration, group discussion, pairs practical exercise

"I enjoyed the course very much. The tutor was excellent and was able to adapt the course to address my particular needs which was helpful."

Megan Charles,
Compliance Manager,
Finance & Leasing Association
Course Outline (Continued)

12:10 Prioritising workload and key tasks
   - Need for task prioritisation
   - Eating your frogs
   - Methods of task prioritisation
   - Presentation, group discussion and individual exercises

12:30 Lunch

13:15 Planning and prioritising your own workload
   - Templates for planning and prioritising projects, goals, tasks
   - Planning essentials
   - Planning practical
   - Presentation, individual practical activity and facilitated group discussion

14:15 Delegating tasks
   - Defining delegation
   - Why we tend not to delegate
   - Benefits of effective delegation
   - The art of delegation
   - Presentation, demonstration, group exercise and facilitated group review

15:00 Tea

15:15 Assigning tasks to be delegated
   - Team skills matrix
   - Identifying best person for the task
   - Presentation, individual exercise with feedback and review

15:45 Solutions for managing time effectively
   - Finalising our time management strategies to resolve time stealers
   - Individual reflective and action planning exercise with colleague support

“Learnt a lot that I can put into practice to improve my performance and the performance of my company”

Jane Proudfoot,
Director,
Apple Print
16:15       Prioritising workload and key tasks
            - Review of learning and action planning
            - Course feedback

16:30       Close

The training will be supported with:

- An optional participant pre-course questionnaire and/or pre-course reading.
- A colour printed workbook with tips, techniques and space for personal notes.
- Time management templates which can be emailed to participants after the course.

Client reviews

🌟🌟🌟🌟🌟 4.7/5 stars from 30 reviews on Freelindex and Google