



Working Smarter not Harder

delivered by:



Course Aims

To help individuals identify areas of their jobs where time is wasted and what actions are necessary to alleviate the problem. It will also increase their planning and prioritising skills and increase their productivity within the job.

Who should attend?

Anyone who needs to get more in control of their time

Outcomes

- Identification of techniques to become more organised physically and mentally
- Increase awareness of how you spend your own time, and how this could be used more effectively
- Understand techniques for reducing "time wasters"
- How to be more self disciplined
- Develop work based action plans

Programme

- Introduction & objectives
- Identifying your priorities: considering the main purpose of your job, activities and how long you spend doing these. Setting of short, medium and long term goals.
- Managing your time effectively: Using Covey's 4 box model as a template how do we manage our time and self.
- Time management tools and techniques: techniques to detail with people, procrastination and planning issues. Specific help with email and meeting management.
- Effective management of self: seven habits of highly effective people and its application to oneself.
- Action Points

Course Outcomes

By the end of the course, delegates will:

- have a detailed understanding of how they use their time and what they need to do to improve their management of it.
- have identified 2-3 key techniques to improve the management of themselves.
- have evaluated time spent on key work priorities, and consider how effect this is.

Maximum number of delegates: 12

Cost: 1.5 units

To register please email our Training Co-ordinator on registrations@thelearningcollaborations.com