



Time Management

1 day training programme



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Target

Managers, professional and senior administration staff

Outline

Managing time is critical to being personally effective and to managing the quality of life. This area of personal effectiveness continues to be an issue for many people despite our familiarity with many of the practices and techniques. This interactive and practical programme aims to address many of the issues that plague people's days as well as provide practical insights and tips that can be implemented back in the office.

Objective

The objective of this programme is to enable participants develop their own effective time management system and help eliminate some of the most significant time wasters.

Learning Outcomes

At the end of this programme, participants will:

- Understand what managing time actually means
- Have enhanced skills to become more personally effective
- Be able to prioritise their workload
- Understand the skills involved in delegating effectively
- Be more assertive

Content

- What is managing time
- Strategies for improving time management
- Setting goals and objectives
- Prioritising and delegating effectively
- Managing people – saying 'no'
- Assertiveness skills
- Productivity V. energy levels
- Making best use of the day
- Action planning when back in the office

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As a provider of quality training programmes, shrc guarantee experienced facilitators and tailored content coupled with practical-oriented sessions. Other popular programmes include: Attendance / Absence Management; Competency-based Interviewing; Employment Law Practice; Management Skills; PMDS for Line Managers.

Methodology

The training methods and techniques employed during all programmes will be based on best practice in adult learning.

The methods used include:

- Short lectures - to impart required background information / knowledge.
- Facilitated discussions - to allow for open debate, airing concerns and enhanced participation.
- Case studies - to assist with the practical application of learning.
- Role-plays - to gain experience of using the acquired skills.

Benefits of in-house programmes

- Customisation - tailored to meet your specific training requirements.
- Flexible - where and when you want.
- Cost effective - no travel, no days away, no unrelated expenses.
- Low cost per person - even with small numbers.
- Consistent message throughout your organisation.

Contact us

- To find out more about this programme or any other programmes we have on offer.
- To discuss your current or future training requirements.
- To learn more about our training approach and facilitators.
- Contact Ann at 01-2974070 or email ann@shrc.ie.

