

Executive Coaching Personal & Management Development

COURSE OUTLINE

Course Title: MANAGING TIME EFFECTIVELY
Category: Personal Development
Duration: 2 Days

Objectives:

By attending this programme participants will understand

By attending this programme participants will learn:

- ☺ To improve the use of time as individuals, and within their team.
- ☺ To manage projects at work using assertive behaviour
- ☺ To delegate effectively
- ☺ To manage meetings effectively

Content:

Using group exercises, individual analysis, and a detailed action planning, participants will cover the following topics

- How do you use your time?
- Time Stealers and Delegation
- Prioritising & Personal Organisation tips
- How to run a basic project – short and long term planning
- Making best use of NESTA 's own structure and methods
- Communication rules to observe - which method to use and when to use it.
- Appropriate use of email and electronic communication.
- Managing Meetings - how to make them quick, easy and effective!
- Action Plans

Outcomes:

Participants will be able to

- ☺ Improve their own use of time, and that of their team
- ☺ Manage meetings
- ☺ Plan projects
- ☺ Set day-to-day plans for work and home life.
- ☺ Take tips, hints to form and basis of action plans into the workplace

Who should attend:

Any team leader or staff members who wish to improve their use of time.

Recommended:

Tailoring the programme to the needs and the culture of the client is highly recommended therefore, research and preparation time would be anticipated in order to be able to relate the course directly to specific company issues. Please note that the cost of any programme development is not included in the basic cost of the course.

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