



Easy PC Training Ltd

IT Training Consultancy

Time Management

Designed For

Managers and individuals who are looking to improve their management of time and maximise individual and business performance.

Aim

By the end of this course, you will understand how to:

- ✓ Regard time as a resource to be managed.
- ✓ Identify and focus on your objectives and key areas of responsibilities.
- ✓ Establish and overcome the causes of poor time management.
- ✓ Prioritise your tasks and deal with the unexpected.
- ✓ Increase personal and team productivity to achieve a greater work/life balance
- ✓ Develop a personal action plan for continued development in the workplace

Content

Understanding the Personal and Business Context of Time

- What is required of you, your team and your manager?
- Recognising good and poor uses of time

Personal Planning

- Role expectations
- Planning and prioritising
- Time Management Skills
- Setting goals and objectives
- Outcomes not outputs

Reconditioning the Work Environment

- Managing Expectations
- Manage the Manager
- Email management
- Effective delegation

Personal Development

- Prepare and develop a personal action plan to support your return to the workplace

Duration: one day