

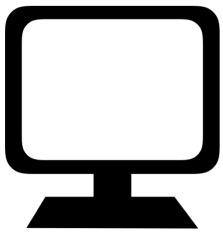


Managing Your Time

Effective time management

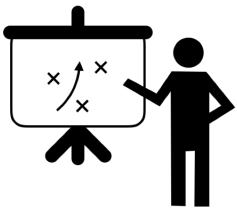
COURSE OVERVIEW

This 1 day course is designed to improve your time management. The course looks at different ways to deal effectively with organising tasks, prioritising your time and being more effective at dealing with interruptions. Much of our time can be taken up doing tasks that are not important, leaving little time to focus on the areas that will increase our productivity. The course will look at how to prioritise in a way that will add value to your working day. The training is fully interactive and will develop an understanding of various tools and techniques that will encourage managers and supervisors to become more effective in managing their time.



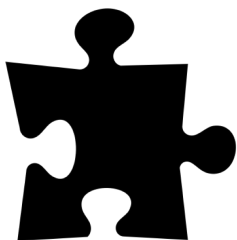
Getting organised

- Having a clear workspace
- Effective file systems
- What needs to be done
- Prioritisation



Managing Interruptions

- Email strategy
- Telephone
- People
- Batching tasks



Time Challenges

- Meetings
- Clients/Customers
- Meeting deadlines
- Manager imposed time

CONSULTANT/TRAINER PROFILE

Jon Holmes is an experienced leader and manager with many years leading and teaching others to lead. He has learnt how to get the most from his team and how to transfer this knowledge through effective training. A background of the military, large and small organisation management, and working offshore in a highly technical environment has given him the skills to recognise the best and worst elements of leading people to a common goal. This knowledge makes him a highly effective facilitator of personal development courses/workshops.