

What would you do with an extra Hour a day?....

A one day intensive workshop for Team Leaders and Managers that gives you....

The Secrets of Managing Time

Objectives

At the end of this programme, participants will have:

- Set clear priority areas and confirmed goals
- Learned a variety of practical techniques to plan and organize
- Understood the difference between important and urgent items
- Learned techniques for time efficient meetings
- Gained techniques to minimize 'time stealers' and manage interruptions
- Learned how to use Microsoft Outlook effectively
- Understood the need to achieve a good work/life balance

Course Design

The programme includes:

- Short input sessions and video clips
- Case studies for group discussion
- Practical group / individual exercises relating to people's actual work priorities
- Individual action planning to implement learning

Call us now

on 07702 110676

to discuss how this workshop could work for you

or

email: contact@martin-smith.biz

www.martin-smith.biz

Learning Reinforcement

Prior to the course: Each participant must discuss/define specific time management learning objectives with their line manager – and be ready to share them.

After the course: Each participant leaves with a personal action plan to take back in to the work place to implement and review with their line manager.

Commitment isn't the time you spend

It's a line you cross!

Martin Smith 
Learning & Development