

Managing Time

We have so many people and issues competing for our time that it's easy to lose track of our important goals. Another common problem is for managers to be so busy that they don't have time to lead – and then team performance really suffers. Participants are encouraged to join this workshop with an overview log of how they are currently spending their time (although we do appreciate that some are too busy to do that!). We then take a hard look at what they are trying to accomplish and equip them with strategies to manage time in order to achieve success.

Overview

Type of Learning:	Workshop
Suitable for:	Anyone who needs to manage their time in order to accomplish important outcomes
Duration:	2 days
Key Question:	How can I manage my time so that I accomplish the things that matter most?
Expected Outcomes:	Not only does this workshop increase the likelihood that you will accomplish your key goals, it also enhances your ability to work out what those goals should be. Organisations who are sponsoring people to attend can rest assured that we also take a look at the responsibilities that are implied by each participant's job description, helping them to discern and accomplish important priorities
Content Information:	<p>The workshop will equip you to do the following:</p> <ul style="list-style-type: none"> ➤ Identify and clarify your personal roles and responsibilities ➤ Decide what you want to accomplish in each sphere of endeavour ➤ Set appropriate goals ➤ Decide what needs to be done in order to accomplish your goals ➤ Manage your time so that important activities are steadily carried out ➤ Set limits on self and others so that you are able to increase your effectiveness

The famous 'not to do list' also features in this workshop - we help you to cut out activities that are genuine time wasters, rather than inadvertently dropping something that actually matters

Other Information: Participants are encouraged to join this workshop with an overview log of how they are currently spending their time as well as a copy of their current job description; this enables them to make a more realistic plan for whatever changes they need to make in the future

"Highest quality, always meets the need, professionally delivered training and I cannot recommend highly enough!"

Annie Russell | Africa Region HR Manager | MAF

Contact Us

For further information about this solution, or to receive a formal proposal, please contact info@theleadershipteam.org