

It's about time! - A Personal Effectiveness Programme

Duration:

One day

Objective

This one day programme is a more specific study on specific areas of our work life where our working time can be much more effectively controlled and utilised.

Prior to attendance, each participant is requested to complete a daily Time Log for five days over a two week period i.e. Monday, Wednesday & Friday of week one and Tuesday & Thursday of week two. A copy of their time log should be sent to the Course Facilitator at least seven working days before the course. A template for the time log will be provided by Cosensa Learning & Development.

Contents

Introduction and course objectives

Using their completed time logs participants will analyse how their use of time contributes to their job role/objectives. The Facilitator will provide relevant examples to the participants of how they can better use their time more effectively.

Setting Priorities

Using the Covey system, the Facilitator will assist participants to identify their long-term (Six months); medium term (One month) and short-term (daily priorities). The participants will use their current workloads for these exercises.

Practical guidance on how to deal with conflicting and changing priorities.

Personal Organisation

Practical tools for dealing with:

Emails and paperwork

Telephones

Deadlines

Personal work space.

Communicating Assertively

Understanding how assertiveness contributes to effective time management

Using case-studies, participants will identify how assertive communication produces a better outcome for them and their organisation.

Assertive tools for saying 'no' to jobs that aren't yours, negotiating on deadlines and using delegation as a time management tool.

Getting the Best from Meetings

How to plan, conduct and follow-up a time-efficient meeting.

Action Plans

Participants will be asked to compile a list of actions from the course which they will personally commit to undertake.

Who should attend

This course is ideally suited to anyone who wishes to become more diligent in dealing with how their own working time is spent. It will be of particular benefit to busy managers and executives who spend a considerable amount of time dealing with staff issues but also have a heavy administrative workload.

Course benefits

This is a hands on session, allowing the delegate to see in the most practical sense how their time can be used more effectively.

Additional information

Three months from the completion of the course, we would recommend a 1-1 follow-up session between the Course Facilitator and each participant (normally one hour). These 1-1 sessions provide an opportunity to reinforce new behaviours and provide coaching/assistance in areas which participants may still be finding problematic.

Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

Trainers background

The trainer for this course has extensive experience in design and delivery of management and leadership skills training. They have been successfully delivering training to both public and private sector organisations for over twenty years.