

# Time, Task & Planning Skills

## Who Would Benefit

All employees experiencing a need to be in more control of their environment.

## Course Overview

Delegates will learn how to manage time more effectively as well as plan and prioritise to greater effect. The main aim of this course is to help delegates to be able to identify personal preferences which influence the management of time, tasks and their personal organisation. They will develop skills in objective setting, organising and planning and be able to demonstrate proficiency in the areas of decision making in addition to delegation up, across and down the organisation. The course will utilise a 'Time log', which each delegate will use to keep a record of his or her activities for one week prior to the course starting.

CPD Points: 12

Course Category: Management & Leadership

Recommended No. of Days: 2

Course Location: To be determined

## The Course Includes:

- Why people fail to manage time & how effective are we now?
- Analysis of current working practices
- Personal organisation & the importance of goals
- Understanding the Pareto Principle ~ Prioritising your work
- Setting 'SMART' goals ~ The pro's and cons of 'To do' lists
- Exercise - The 'Time Thieves' ~ Identifying personal time thieves
- Dealing with dead time, delays and down time
- Effective delegation ~ Dealing with colleagues and seniors
- Task Management
- Analysis/Objective/Strategy/Procedure
- Checks/Assessment

## Learning Outcomes

At the end of this program the delegate can:

- Demonstrate improved interpersonal skills
- Recognise priorities and dealing with them accordingly
- Display excellent personal organisation
- Explain the benefit of working to timescale and achieving goals
- Operate more efficiently and manage time wisely