

Course Outline

Effective Time Management	Content
<p>Time is a limited and expensive resource. In today’s busy business world, it is vital for successful people to manage their time effectively by planning and prioritising their workload. This programme provides practical guidance on enhancing personal effectiveness and performance through better self-awareness, setting goals and objectives.</p> <p>Delegates will identify their personal development areas through self assessment, will learn to plan and prioritise tasks, manage interruptions and delegate work effectively.</p> <p>Delegates attending this course will receive a 25+ Insights Discovery Personal Profile as part of the programme.</p> <p>Who will benefit?</p> <p>Any busy person who has ever said “where does my time go” and is keen to maximise their effectiveness.</p>	<ul style="list-style-type: none"> • Getting Focused - Working to Goals and Objectives • Understanding how you work and identifying areas for improvement • Personal Profile (Insights Discovery) • Prioritising tasks • Effective Delegation • Managing Disruptions & Interruptions • Planning and scheduling activities • Organisation skills • Managing yourself and the resources at your disposal • Personal Action Plans