

Course Outline | Time Management

1 day(s)

Overview

The Most valuable resource available to Managers is time. There are never enough hours in the day. Why? Probably because most of us devote our time to low priority tasks. The potential to achieve more in your job and career is partly dependent upon how well your time is managed.

Course Outline

Time and Work Behaviour

- Priority Management
- Attitude (not Altitude!)
- Discipline ...You Could Always Try It
- Time Bandits – Become a Bounty Hunter
- Developing your Objectives
- Desk and Diary Management
- Goal Setting
- Waving the Flag

Managing Paperwork

- Ways to get Rich (A Penny for Your Notes)
- Sell your Desk
- When in Doubt – Throw it Out!

Managing People Effectively

- Team Leadership
- Motivation
- Delegation

Managing Communication

- D-email (D for Deadly!)
- Improving your Information
- Using Information Technologys
- Recognising, promoting and utilising feedback
- Communication Barriers

Analysing and Assessing your Performance