



# NewGrange

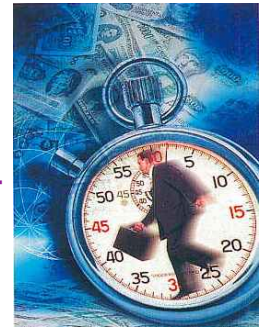
TRAINING & SERVICES LTD

*Better People, Better Business®*

## Time Management

### *Achieve more by working more effectively*

The most valuable resource available to staff is time. It is a common complaint that “there are not enough hours in the day”, yet a typical manager devotes the majority of available time to low priority work. The potential to achieve more in your job is partly dependent upon how well time is managed. This is a participative course in which delegates will be given a series of exercises and guidance in improving their use of time.



#### **Who should attend?**

This course is ideal for every member of staff, particularly team leaders and managers.

**Course Location:** On-Site at your premises

**Course Duration:** One Full Day, 9.30am - 4.30pm (date to suit you)

**No. of Delegates:** 12 delegates max

#### **Course Programme**

- Techniques for reducing ineffectiveness
- Self control and discipline
- Time and Work Behaviour
- How best to use your Time
- Identifying your Objectives
- Time and Planning
- Prioritising and scheduling activities
- Coping with deadlines
- Dealing with interruptions
- Delegation and managing yourself
- Practical exercises and role play
- Feedback (with learning points)

#### **Delegates Receive:**

Certificate of Training

Course Notes

Course Materials

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