

Time Management for Leaders

Recommended duration – 1 day

Course Objectives

- Actively acquire a variety of Time Management Techniques, whilst re-visiting the Principles of Time Management
- Leading by example – Time Management and Behaviour
- Effective Communication techniques to improve Time Management
- Managing Effective Meetings

Course Content

Defining Time Management and dealing with the consequences of poor time management

Your role as a Leader

- Considering the team's motivation levels
- What work should and could be delegated?
- Analysing your team
- Developing a delegation plan
- Leading by example

How behaviour affects Time Management

- Types of behaviour
- Analysing your leadership style
- Considering the team and individual behaviour
- How to get results

Communication and Time Management

- How we communicate
- Where the impact of our communication lies
- The appropriate use of communication tools i.e. e-mail and telephone

Managing Meetings

- Do's and don't when Chairing meetings
- Before, during and after meetings
- How to use an agenda effectively
- General meeting tips and skills

Action Planning

The Trainers Promise

- To use minimal PowerPoint and maximum group exercises and experience
- To relax the group so they feel comfortable to learn and thoroughly enjoy the experience
- The course will be conducted with approximately 70% exercises and 30% theory