



Course Syllabus

Time Management Awareness

This course is aimed at anyone; particularly managers and supervisors whose time is a valuable commodity.

Programme Aims

- To help delegates to identify activities; this will enhance time management techniques
- To allow delegates to practice their time management techniques in a safe non-threatening environment
- Unit accredited by the Institute of Leadership and Management

By the end of the session delegates will be able to:

- Discuss what time management is.
- Demonstrate understanding of the importance of a "to do" list and other time management techniques.
- Identify time wasting behaviour.
- Describe the 80/20 rule and how it can be used in your work place.
- Discuss ways of avoiding interruptions.
- Create a time log and use it to:
 - Identify your current work pattern, strengths and weaknesses.
 - Demonstrate an understanding of how your time management reflects on colleagues and managers performance.
- Identify activities that can be delegated to gain time.
- Understand SMART and Action Planning.
- State, which activities must never be delegated.
- Identify when meetings are necessary and the type of meeting should be held.
- State the benefits of filtering and circulating information and how it can be done with the minimum of effort.

Certification

A certificate of attendance will be awarded to all candidates who successfully complete this course.

Next Steps?

Contact our Learning & Development team at Aspen Wolf Ltd on 0191 581 1000 to discuss your specific training needs.