

# Time Management – Essential Skills for Leaders & Managers

## Course Overview - Full Day

A manager's role is a demanding one and in this fast paced, disruptive business environment, most managers and team leaders are time-challenged.

Not only do you need to organise your own time, but you also need to accommodate the needs of your staff. Is a large amount of your day wasted by interruptions which are minor and don't really require your expertise? Are you caught in the 'urgent' trap with no time to plan and prepare?

This comprehensive course is full of practical strategies to manage the many balls you're juggling and make it easier to put competing tasks into perspective.

## Course Structure

### Recognise The Signs

Recognise indicators that time management may be a problem. Efficiency versus busyness. Understand the effects of poor time management habits on workplace pressure.

### Focus On What's Important

What's the main purpose of your role? Focus on your most important tasks or objectives. Clarify expectations, overcome dependency, and manage competing deadlines.

### Is This The Best Use Of My Time?

How to prioritise, take ownership of your day, respond when others place demands on your time. Assess your performance against 30 common time wasters.

### Effective Delegation

Understand how to overcome barriers to delegation, how to put into place an effective 8 step process to manage risk, monitor progress and avoid upward delegation.

### Organise & Manage Your Environment

Practical advice on how to manage interruptions, phone calls and gain control over your emails. Learn strategies to effectively manage your busy schedule.

### Planning and Prioritising

Fundamentals of planning and prioritising. Learn how to stay focused, by putting competing tasks into perspective. How to get off the urgent treadmill.

### Make Better Use Of Meetings

Meetings that are not well managed can be huge time wasters. Learn 10 tips to make your meetings more productive.

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## Beat Procrastination

Procrastination often causes important tasks to become unnecessary crises. Recognise the triggers which drive the procrastination habit. Use the 6-step process to help beat the pattern.

## Course Dates & Prices

- Course Dates:** Please refer to our website for upcoming dates [innovativetraining.co.nz](http://innovativetraining.co.nz)
- Investment:** Standard Fee: \$650 + GST | Early Bird Fee: \$595 + GST
- Duration:** A full day course, starting at 9.00am and concluding at 4.00pm.
- Location:** Registered course attendees will be provided with full venue details.
- Limited Numbers:** Courses are limited to 10 participants. Please register early to avoid disappointment.
- Inclusions:** Highly experienced trainer, a comprehensive manual, ITS Certificate of Achievement, lunch and refreshments.

## Training Outcomes

- › Analyses their time use and compares that to the main purpose of their role and KPI's.
- › Identifies key time wasters and sets an action plan for dealing with them.
- › Prioritises tasks in order of importance to get off the 'Urgent Treadmill'.
- › Allocates time for planning, organising, and supporting staff.
- › Self-monitors by using the question "Is this the best use of my time, right now?"
- › Uses 8-step Delegation process to better manage workload.
- › Manages pressure and stress by using time more effectively.
- › Manages emails and meetings with greater efficiency.
- › Uses a 6-step process to break a procrastination pattern.
- › Sets aside 15 minutes on Friday to set main objectives for the following week.
- › Produces a 3-week Action Plan to apply training in real-worktime.

### Please Note

We can facilitate this course in-house for your business and customise the content to suit your requirements. To discuss your needs, get-in-touch by email: [enquiry@innovativetraining.co.nz](mailto:enquiry@innovativetraining.co.nz) or call us +64 9 360 3252.