

businessanalystsolutions

business analyst training, recruitment & consultancy

Soft Skills for Project Teams Time Management

Course Overview

There are many people with hectic lives who work under pressure and need some assistance to manage their time better. Too many people feel that they are slaves to their workload, martyrs to the constant interruptions they face and having to continually “fire-fight”.

This course provides a host of hints and tips for control, efficiency and greater personal effectiveness with a view to achieving better results and satisfaction from the working day. It aims to enable people to feel as though they can plan, prioritise and be proactive.

Target Audience

This course is designed for busy people who want to identify where they are wasting their time and how they could gain more control of this most precious resource.

Instructors

This course is run in conjunction with a Learning and Development training organisation whose trainers have many years experience in practicing and teaching these techniques. This course has been especially developed to meet the needs of those working in a business change environment.

Course Objectives

The course will enable participants to:

- Recognise how we may create our own time management problems
- Identify the effects of poor time management
- Understand the way poor time management creates stress
- Improve the way in which you organise your days
- Decide what is important for achievement and set priorities
- Minimise time wasting and handle interruptions.

Course Content

The course is made up of the following modules:

- Prioritising objectives and workloads
- What’s important and what’s urgent?
- Desk management and handling paperwork
- How to deal with interruptions and time stealers assertively
- Delegating
- Tips, Hints and best practice for proactive time management
- Action planning exercise

The duration of this course is one day.