



Course Outline

Communication and Business Skills Series

This outline is intended as a guide to the possible content of a course.

In practice, our courses are tailored to meet the requirements of our clients.

Time Management

Overview

Getting '*more results with less effort*' is a goal we often hear people aspiring to. More often than not however, these same people never seem to have enough time! This course explores the fundamental reasons behind this and introduces a number of tools & techniques that can be applied back in the workplace in an effort to '*work smarter not harder*'.

Outcomes

By the end of this course, you will be able to:

- identify the common time wasters and develop strategies for dealing with them
- develop a personal strategy for coping with work demands
- turn meetings into valuable events rather than practical alternatives to work
- identify the activities that are key to your success
- appreciate the value of delegation.

To support the achievement of the above, you will have the opportunity to practise and develop your practical skills using a number of small group, paired and individual exercises. You will also be encouraged to develop a *personal action plan* to support your continued learning back in the workplace.

Duration

1 full day

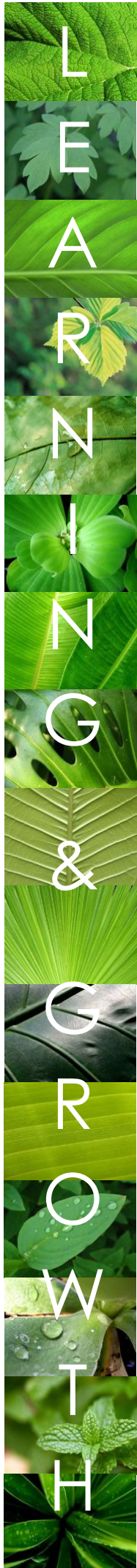
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Key Areas Covered

- Time management principles:
 - what is time
 - views on time management
 - time - the great leveller.
- Time wasters:
 - common time wasters - interruptions, paperwork, e-mail, telephones, meetings
 - rules for meetings
 - fuzzy meanings
 - behaviour, feeling and effect
 - listening skills.
- Organising and planning:
 - organising and planning principles
 - key result areas
 - filtering your work
 - the Pareto principle
 - S.W.O.T analysis.
- Supporting techniques:
 - delegation
 - golden rules.

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