



TIME Management

Course Introduction:

Before we can manage other people, we need to manage ourselves in an effective and efficient manner which optimises our contribution to the achievement of corporate and business objectives. Every manager must realise that being a manager is a job in its own right, therefore it is clear that having an ability to organise time and workload are important to the role of a manager.

Course Objectives:

- Be able to manage your time more effectively by setting goals and balancing conflicting demands within the available time
- Be aware of time wasters, time savers, and the cultural considerations that have a bearing on time utilisation
- Be more effective on planning, scheduling, and prioritising by adopting time saving tools and techniques
- Plan and organise time and workload more effectively showing immediate performance improvement.
- Understand the full value of time.
- Assign priorities to activities to differentiate between 'urgent' and 'important'.

Who Should Attend?

Senior managers, middle managers, first and second line supervisors, staff responsible for performance improvement, team and project leaders. Sales and marketing managers, corporate planning officers, team leaders. The course will also be of interest to training professionals.

Course Outline:

Module 1: The nature of time

- Recording and remembering
- Memory operation
- Time versus task
- Goal setting

Module 2: Time Management Principles

- The three principles
- Appropriateness
- Efficiency
- Wastage reduction

- Cultural considerations - valuing differences

Module 3: Time wasters

- Adair's five common problems
- Procrastination
- Delegating inefficiently - unable to 'let go'
- Mismanaging the paperwork
- Eliminating the 'clutter'
- Holding unproductive meetings
- Telephones that never stop ringing
- Failure to set priorities
- Setting goals

Module 4: The Communication Process

- The communication process
- Barriers to communication
- The art of listening
- The art of effective questioning

Module 5: Planning and scheduling techniques

- Action planning
- Time Management Mastery Profile
- How to identify key objectives
- How to link key areas and long term objectives with daily activities for performance improvement
- Gantt Charts, CPA and project management
- Tracking and measuring progress

Module 6: Time saving tools

- Getting organised
- The Pareto Principle
- Important vs urgent
- Time management matrix
- Competence versus commitment
- The 'freedom ladder'
- Time management matrix

Module 7: Action planning

- Activity log - adopting the time management diary

- Your system must contain - a systematic approach
- Overview and control
- Prioritization
- A summary of 'self-management'
- Work and non-work - balancing work and private life

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session