

Time Management

Aim

Being able to manage your own time is one of the most useful soft skills that you can develop.

For most of us, we are becoming increasingly busy and stressed and it seems as though we are constantly chasing time and continually trying to catch up on things. We never seem to have enough time for the simple things in life at home, and we find it hard to stay focused on the important tasks in the workplace.

There are, however, tools and techniques that people can use to improve their time management skills, and this is what this workshop aims to teach.

This workshop provides an introduction to these tools and techniques.

Learning Outcomes

At the end of the workshop participants will be able to:

- Examine their current use of time and their strengths and weaknesses in managing their time.
- Identify the things that stop them from using their time effectively
- Employ techniques that will help them tackle procrastination
- Prioritise tasks by importance and urgency
- Set SMART goals and objectives
- Apply techniques that will enable them to deal with interruptions from others and say 'no' when needed

Who Should Attend the Workshop:

All staff, line managers and supervisors.

Workshop Format

The format will be informal and participative – everyone has an important contribution to make to the discussions.

A typical workshop will cover:

- ❖ Management theory and research input from the trainer
- ❖ Learning from our shared experiences
- ❖ Small group work to discuss and share ideas

Zoom joining instructions will be sent as part of the meeting invitations unless the organisation prefers to use its own video conferencing facility. Copies of the slides will be sent out after each workshop.



www.actionplanning.co.uk

Time	2.5 hours
Venue	Zoom or Teams **all participants need access to a laptop or PC
Availability	Up to 12 participants Maximum number of participants on each workshop is 12 people to enable everyone to fully take part; have their questions answered and to gain the maximum learning from the interactive workshops.
Fees	£995.00 plus vat (£83.00 plus vat per participant)

More Information:

For an informal chat about the workshop, please contact:

Tracy Madgwick:

Tracy.madgwick@actionplanning.co.uk

07899 665506

About the Trainer:

Tracy Madgwick has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals.

For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates.

Tracy is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licensed to deliver MBTI (Myers Briggs Type Indicator), C-me and DISC.

Registered Office: 99 Ashurst Road, Tadworth, Surrey, KT20 5EY

Action Planning Ltd. Company No 05524544