



Contact: Mike Dawson  
Telephone: 01895 239315  
Mobile: 07960 335620  
Email: [MDawson@PLCTraining.co.uk](mailto:MDawson@PLCTraining.co.uk)

## **Personal Effectiveness & Time Management**

Time Management skills are fundamental for individuals facing an ever-increasing workload through aggressive appraisal targets and recruitment freezes. This workshop is designed to explain the basic principles of time management. Strong reference is made to Stephen Covey's "7 Habits of Highly Effective People". The programme is highly interactive and each delegate should have as an objective, a commitment to an action plan derived from the coursework. Previous attendees on Time Management courses particularly welcome! We make a difference.

Who should attend? Managers and supervisors at every level, particularly those with a proactive element to their work, who have staff reporting to them.

Programme Info: 1 day duration up to 12 delegates

Costs: £650 plus tailoring plus out-of-pocket expenses

### **Competency Development Areas:**

- Influencing & Persuading
- Delivering Results
- Planning & Organisation
- Team Working & Knowledge Sharing
- Change Management

### **Programme Content:**

- Objectives and Success Factors
- The differences and relationship between
- Important & Urgent Tasks
- Covey's Urgent/Important Matrix; Quadrant II activities
- Time Management Profile (Questionnaire)
- Key Results Areas
- Time Planning; Diarising Fixed & Flexible time
- Delegation Principles
- Skill/Will Matrix
- Assertiveness; Saying "No"
- Dealing with time stealers; Pareto's Principle
- Action Planning