

## TIME MANAGEMENT, PLANNING & DELEGATION COURSE

This course is for any manager who wants to improve their effectiveness in the workplace by improving their time management, planning and delegation skills

OBJECTIVES	
<ol style="list-style-type: none"> <li>1. To learn how to be more effective as a manager by recognising and addressing specific time management issues</li> <li>2. To learn how to organise yourself better to create more time to be proactive as a manager</li> <li>3. Improve delegation skills and learn how to organise others through effective delegation</li> <li>4. To learn practical ways to improve organisation skills</li> </ol>	
CONTENT	
<p><b>Introduction to Time Management</b></p> <ul style="list-style-type: none"> <li>▪ Identifying your own time management issues</li> <li>▪ Benefits to you and the Company of effective time management and planning</li> </ul>	<p><b>Organising Yourself</b></p> <ul style="list-style-type: none"> <li>▪ Reviewing techniques to organise yourself to be more proactive</li> <li>▪ Establishing priorities</li> <li>▪ Dealing with time stealers</li> </ul>
<p><b>Consequences of poor time management</b></p> <ul style="list-style-type: none"> <li>▪ Recognising the problems and costs associated with poor time management</li> </ul>	<p><b>Organising Others</b></p> <ul style="list-style-type: none"> <li>▪ Overcoming barriers to delegation</li> <li>▪ Simple steps to make delegation effective</li> </ul>