

Taming Time for you & your team

Workshop Contents

Module
#7

Taming Time covers the following.
It can be run as a half day workshop,
2 x 2 hour sessions or 4 x 1 hour sessions.

<p>Section 1: Your time challenges & wasters</p> <p>Most people will have specific time challenges and will have 2 - 3 key time wasters that you can learn to minimise to save time (e.g. procrastinating, not being able to say no, delegating, being a perfectionist, meeting management and much more!) We cover what the challenges and time wasters are and put a plan in place to overcome these.</p> <p>Learning Outcome: Planning what techniques to use to minimise time challenges.</p>	<p>Introductions 10 mins</p> <p>Discussion & debrief 50 mins</p>
<p>Section 2: Understanding your style</p> <p>To start we cover an easy to use model which sets out 4 key styles. Each style communicates differently, makes decisions differently and organises themselves differently. We work through understanding your own and others style, what strengths a style has, where you need to focus to manage themselves better and how to work more effectively with other styles to achieve more with less time!</p> <p>Learning Outcome: Utilising your strengths to manage yourself better.</p>	<p>The 4 styles 20 mins</p> <p>Analysing your style 20 mins</p> <p>Working with others 20 mins</p>
<p>Section 3: Achieving More</p> <p>In this part of the workshop participants learn how to prioritise and set goals within their own style. They learn some practical methods to make sure they are focusing on what's important as well as dealing with urgent or reactive tasks while capturing everything that needs doing.</p> <p>Learning Outcome: Demonstrating how to prioritise effectively.</p>	<p>Prioritising secrets 20 mins</p> <p>Time Map 30 mins</p> <p>Action Plan 10 mins</p>
<p>Section 4: Managing Team Time</p> <p>Lastly managers learn practical methods and techniques to set up the right systems to organise themselves and their team, utilise energy levels, manage email, files and their diary to achieve more.</p> <p>Learning Outcome: Using techniques to manage team time more productively.</p>	<p>Teams Systems 30 mins</p> <p>Energy levels 15 mins</p> <p>Action Plan 15 mins</p>