

Delegation & Time Management training - 1 day

This Delegation & Time Management course is for professional, technical and specialist staff who want to gain more control of the way they spend their time. This is also suitable for managers who have had no previous time management training.

This Delegation Time Management training course is designed to help people working under pressure in hectic work environments to manage their time proactively; to work smarter - not harder - and achieve better results and greater satisfaction.

Effective Delegation & Time Management Training Course Objectives:-

- Achieve quality results by spending quality time on the things that matter most
- Clarify key objectives, priorities and responsibilities
- Create time for valuable planning, thinking and development
- Build better working relationships
- Reduce stress and improve well-being by being more in control of your life
- Gain insights from others on the course by sharing problems and developing practical solutions

Effective Delegation & Time Management Training Course Content

- Using time wisely -Assessing the working day and using time logs -Reviewing your use of time -Working out priorities and balancing demands -Assessing work and energy patterns - taking breaks -Using time planners -Managing information -Tackling unpleasant jobs and dealing with problems -Avoiding stress -Working with others - effective communication - Making and taking telephone calls -Handling meetings -Avoiding interruptions -Working with your environment -Making instant changes