



ORGANISATION & TIME MANAGEMENT

Course Outline

Course overview and duration

Managing your time and juggling priorities in the workplace in order to be productive and achieve deadlines – yet still maintain an acceptable work-life balance – is one of the most difficult professional skills to master.

This training may be delivered as a 1-day or 2-day course, depending upon the level of detail that is required and/or according to the number of delegates.

Who will benefit from this course?

This course is aimed at professionals who want to develop their mental discipline and progress towards becoming a better time manager, both in and out of the workplace.

The Organisation and Time Management course can be pitched at general employee or managerial level, subject to delegates' individual needs.

What you will learn:

- Definition and appreciation of the psychology of time management.
- Understand what effective time management means and identify your personal achievement criteria.
- Develop the mental discipline that will allow you to focus on what needs to be done and develop good working habits.
- Recognise the differences between 'urgency' and 'importance', and learn how to apply this knowledge in a practical way.
- Set short, medium and long-term goals and objectives to achieve more in your work.
- Plan and prioritise tasks in-line with achievement criteria using 'SMART' objectives.
- Manage interruptions and demands, without damaging professional relationships.
- Develop strategies for delegating work within the team and creating an effective and productive team environment.
- Use the six stages of delegation.
- Deal effectively with others – learn how to say "No" and how to utilise delegation in its widest sense, even if you feel you have no-one to whom you can delegate.

All delegates will leave the training with a personalised action plan.

RED DOOR TRAINING Sean Randell 07891 927 684 www.reddoortraining.co.uk

VAT Registration No. 187868630 Registered in England & Wales, Company No. 9042513