

Be more effective: make best use of your time

Summary

A one day refresher time management course for those wanting to enjoy a healthier, happier and more productive working life.

- *Assess your current use of time*
- *Know how to prioritise your time at home and at work*
- *Engage Time's benefactors – and tackle Time's thieves*
- *Plan to manage your time effectively on an ongoing basis*

Outcomes for you and your organisation include

- *increased efficiency and greater productivity*
- *reduced stress and improved morale*
- *further outcomes as learning is shared within the workplace*

1. Aim

A one day programme to enable participants to become more effective by making the best use of the time available.

2. Target Audience

For 'busy-bodies' everywhere who want to free themselves up for a happier, healthier working (and home) life. The interactive, facilitated approach means that participants should come ready to pool their best ideas – and to learn from each other as well as the tutor.

The programme will provide for up to 14 participants over a single day. Participants should also invest one or two hours before and after the programme to prepare for - and complete exercises covered during - the training.

3. Objectives

As a result of attending the programme, each participant will have:-

- assessed their current allocation of time and time pressures
- identified priorities for their time (within a life-work context)
- learnt how to monitor and review their progress in managing their time
- been motivated to engage Time's benefactors – and tackle Time's thieves
- developed a plan to improve their time and personal management

As learning from the programme is applied in the workplace – and at home - benefits for the organisations sponsoring the programme include:-

- increased efficiency as participants make best use of their time – and the facilities available to them

- greater productivity as a refreshed workforce focuses on its priorities
- reduced stress and improved morale as participants better manage work and home activities
- better results from a more motivated and organised workforce as participants share and practice their learning within the organisation

4. Approach

Learning will be generated using:-

- updates on the full best practice, tools and techniques available
- personal and group exercises, discussion and role play
- sharing of knowledge and experiences amongst the trainees

5. Outline Programme

The final programme will be shaped according to participants needs but will cover:-

9.30	Registration
10am	Session 1: Introduction to Time Management
11.15	<i>Tea & Coffee</i>
11.30	Section 2: Time - In Perspective Session 3: Managing the Macro
12.45	<i>Lunch</i>
1.30	Session 4: Tackling Time's Thieves
2.45	<i>Tea</i>
3pm	Session 5: Engaging Time's Benefactors
4.15	Session 6: Review & Continual Development
4.30	<i>Close</i>

6. The Trainer

Nicky Spencer MBA, BSc, MIHM, Managing Consultant at Accomplice.

Further information about Accomplice and the Trainer can be found at www.accomplice.uk.com.

7. Further information

For further information, bookings and to discuss your training requirements, contact Nicky Spencer, Managing Consultant at nicky.spencer@accomplice.uk.com or the contact address below.

BioCity Nottingham, Pennyfoot Street, Nottingham NG13 8NH
0194-982-9234 www.accomplice.uk.com