

TIME AND SELF-MANAGEMENT

Duration: 1 day

Objective

To equip delegates with the ability to manage themselves and to excel in the tough world of work.

Design

- Definition of effective time management
- Assessment of own ability to manage time/self
- Identifying personal time wasters:
 - Absence of goal setting
 - Typical time wasters
 - Handling of paperwork
 - Impact of procrastination
 - Inability to say NO!
 - Negative impact of colleagues
 - Disorganised lifestyle
- Patterns of time management
- Video demonstrations
- Action plans and remedial steps
- Implementation and feedback

Target group

All management levels; identified employees.

