

# Time Management Skills

- How to manage yourself and your time more effectively -

Quaestus Consulting

TRAINING CLUB



## Quaestus Training Club

This course is one of a suite of 1 and 2-day workshops offered by Quaestus Training Club.

**Join Training Club** and become part of a local community of leading organisations, where you know the trainers, get involved in the design of high quality workshops and immerse your employees in a stimulating training environment.

For more details visit our website [www.quaestus.co.uk](http://www.quaestus.co.uk) or call Linda Wilkinson on 01752 300192 now.

*"Until we can manage time, we can manage nothing else."*

Peter F Drucker  
Writer & Management Consultant

### Overall Objective(s)

To enable participants to achieve key business objectives through a better understanding of business priorities, their own approach to time planning and the application of some practical tools and techniques.

### Who Should Attend?

Anyone who wants to improve their overall effectiveness and efficiency in their job. For those of us who find that there are just not enough hours in the day! This course will help delegates who have had little or no experience of time management (introductory) and also those who need to regain even more control over their time (intermediate level).

### Learning Outcomes

At the end of the course participants will be able to:

- Manage themselves effectively
- Make more effective use of time
- Delegate effectively when and where appropriate
- Apply a time management technique which suits their personal style
- Equate allocation of time to value added
- Prioritise tasks according to urgency and importance

### Course Dates

Please refer to latest schedule.

### Timings

0915 – 1630 with mid morning and mid afternoon breaks and a short break for lunch.

### How to Book

Either on-line at [www.quaestus.co.uk](http://www.quaestus.co.uk) or Telephone: Linda Wilkinson on 01752 300192

### Course Content

Course content will include:

- Understanding the business priorities
- The identification of key role responsibilities and outputs
- What you should be doing v reality
- Understanding drivers – why you do what you do
- Knowing how much time you have
- The essential tools and techniques
- Time stealers
- Delegation
- An opportunity to put this all to the test, against the clock of course!

### Course Design and Methodology

The day will be a combination of:

- Lecturer input
- Syndicate work, including some role play
- Small group and 1:1 working
- Personal exploration
- Exercises and questionnaires
- Computer game

### Pre-Work

This will include:

- Completion of a Time Log for 2 weeks prior to attending the course
- Pre-reading
- Reflection on current practices and learning objectives

All available via our new on line training platform.

Members of Quaestus Training Club will use their membership entitlement accordingly.

**For Non Members, the Pay As You Go cost for individual 1-day workshops is £260 (+ VAT).**

(Cost includes refreshments, lunch and delegate materials).

### Quaestus On Line Training Centre

With our **brand new on line training centre**, delegates can gain access to a wealth of features and information to support them on their training course:

- Course Pre-work and Assignments
- Downloadable Articles
- Useful Links and Book Lists
- Diagnostic Questionnaires
- Discussion Forums
- Contact the Course Tutor
- Submit Feedback
- Course Completion Certificates
- Exclusive fortnightly "Action Point" Emails

They'll still get **first class face to face training** with one of our team, but our new on line centre will support them every step of the way as they transfer their new skills to the workplace.



### Other courses offered by Quaestus Training Club:

#### 2-day events

Influencing & Negotiating Skills  
Interviewing Skills  
Leadership Skills  
Presentation Skills  
Problem Solving & Decision Making  
Project Management  
Report Writing Skills

#### 1-day events

Assertiveness Skills  
Managing Positive Meetings  
Driving Performance  
Finance for the Non Financial Manager

and look out for our other 'Specials'....