

Time Management Skills

- How to manage yourself and your time more effectively -



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 or call Linda Wilkinson on 01752 300192 now.

Successful completion of this 1-day workshop will give you 6 hours of CPD points accredited by the Solicitors Regulation Authority.

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

16 September 2010 – Plymouth Novotel
21 September 2010 – Marsh Farm Hotel, Wootton Bassett, Swindon

Timings

0900 – 1630 with mid morning and mid afternoon breaks and an hour for lunch.

How to Book

Either on-line at 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 one-to-one working
- Personal exploration
- Exercises and questionnaires
- Computer game
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Pre-Work

This will include:

- completion of a Time Log for 2 weeks prior to attending the course
- a pre-course discussion with the delegate's line manager.

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 £250 (+ VAT).

(Cost includes refreshments, lunch and delegate materials).

The Trainer – Diane Whelan

Diane has a wealth of experience gained from roles both in management and training and development across a broad range of industries.

A graduate of the Universities of Hertfordshire, Thames Valley and Lancaster, Diane gained postgraduate qualifications in business and training management, and a Masters Degree in Management Learning. She is also a licensed practitioner of Myers Briggs and Belbin Interplace.

Diane is astutely business focused and has an ability to seek creative and flexible solutions to organisational and individual learning needs alike. She believes that delegates need to be involved, challenged but also have fun for training and development to be effective and is passionate about ensuring the transfer of learning to the workplace.

Diane lives in Wiltshire with her husband and two young daughters.

Other courses offered by Quaestus Training Club:

2-day events

Effectiveness at Work
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'....

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TRAINING CLUB