

TIME MANAGEMENT

Food Drink
Ireland



- Where:** Available nationwide, subject to numbers.
- Aimed at:** Anybody who finds that there are not enough hours in the day to achieve their goals.
- Trainer:** Established 42 years ago, **Carr Communications** are highly rated providers of people and organisational development training. They have significant experience working with companies in the Food and Drink sector as well as other Skillnets networks.

Programme Objectives

To give you an understanding, tools and approaches to help you become more effective in your role. This course will address: analysis of time usage; taking control; valuing time as a resource; scheduling the important things; dealing with time thieves; working to priorities; and influencing others to help achieve your outcomes.

The techniques introduced on this course are already employed by successful managers everywhere, and they will prove invaluable in helping you to become more effective.

Programme Content

Morning Session

Self Assessment: How I use my time

- Questionnaire to assess use of time
- Identifying how time is spent
- Identifying the key time thieves

Case study – Working in Pairs

- Focus on evaluating the time skills of a fictional character – case study written to reflect the reality of a typical day
- Review of case study by group
- How would you make him / her more effective?

Clarify the Purpose of your Role

- Analysis of purpose of role – are you delivering on priorities?
- Why are certain priorities and responsibilities not getting delivered?

Activities Evaluation Matrix

- Use of Covey's model to rate activities in terms of urgency and importance
- Assigning activities to Box IV
- Assigning time for priority activities
- 45 minutes a day rule

The Urgency Scale

- A questionnaire to rate your level of urgency
- Linking back to Covey's model and recognising personal propensity to be driven by crises and urgency

Afternoon Session

My Weekly Plan

- Participants complete a plan for one week

The Behaviours of Effective People

- Effective people use behavioural approaches
- Situational exercise to explore the use of 'No'
- Review personal inability to say 'No' to others at the cost of personal delivery

Time Management Techniques

- Meetings Management
- Projects Management
- Telephone Management
- Paper Management
- Handling Interruptions

Beware the Busy Manager

- Your key resources – Focus & Energy - how to capitalise on high-energy times

Twelve steps to effective delegation

- Useful guidelines, hints and tips

Commitment and Action Planning

- Draw up action plans to identify how you will become more effective
- Agree personal commitments
- Agree behaviours which should be encouraged among your colleagues

To book your place, or for more information, contact Mark Skinner on (01) 6051615 or mark.skinner@ibec.ie