



Leadership Skills

Time Management

Programme Aim



To provide participants with further examples of time management principles.

Course Content:



Review: Looking back on time management techniques discussed in last session.



Where Does Your Time Go: To enable participants to examine the benefits of completing a time log and to involve them in designing one to suit their needs. To help participants learnt to gather data as effectively and painlessly as possible.



Analysis of Time Log: To analyse completed time log, showing participants how they have used their time in relation to the key job requirements and how they can best make use of their prime time and help them identify their individual learning points.

Course Duration

This course has been designed to be delivered in half a day and complements the Chairing Meeting Training Course.

Course Materials

A folder is provided for course work and all handouts and exercises are included.

A time log is provided ahead of the course for use during the session.

Delegates are encouraged to complete pre course action plans and action plans throughout the session.