



Eat the Elephant 'Helping people achieve the objective'

Essential Management Development skills

Focus on Time

Who is it for ?

Managers and Team Leaders who need to improve their time management in juggling several different tasks.

What is it about and what will it do ?

To improve or refresh manager's approach to maximising the time available to them and to achieve positive results. Utilising video / DVD, self assessment, group discussion and action planning.

Typical Objectives

By the end of this 1 day programme, the individual will have the practical tools and knowledge to manage:

- Attitudes to time
- Structure and control
- Structuring workload
- Time planning and scheduling
- Prioritising and delegating

Indicative Outline Content

- Welcome / delegates needs
- The importance of goals
- Overview v Overload
- How we prefer to work
- Structuring workload
- Identifying key areas
- Planning periods
- Diary management
- Personal / work goals
- Working smarter not harder
- Practical solutions
- Action planning

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