



TIME MANAGEMENT

Course Description

This course aims to equip participants with skills to gain control of time and effectively prioritise their workload. Planning, organising, implementing and monitoring are essential elements of this programme, along with the need to delegate effectively.

Target Audience

This course is suitable for delegates of all levels who need to gain control of their time and use it more effectively.

Course Objectives

On completion of the course delegates will:

- Systematically review their use of time
- Prioritise their workload
- Make better use of time through effective delegation
- Recognise their time management strengths and weaknesses
- Produce an action plan to improve time management

Course Format

The course will be run as a workshop and include opportunities for discussion and practical exercises.

Course Content

- Time as a resource
- Systematic and opportunistic approaches to improvement
- Building an awareness of our use of time
- Managing priorities
- Creating an overview of what needs to be done - standing back and surveying the whole picture
- Fitting long term priorities into short term planning
- Clarifying our role and the goals that we need to achieve
- Establishing a set of key result areas
- Focusing on results

Trainer Bernadette Ramsay BA MSc FCIPD

Bernadette Ramsay is an experienced training and development specialist, whose particular strengths are in developing personal skills to make delegates more effective in a personal capacity and as part of a team. She is an experienced group facilitator and trainer with a track record of successful design, deliver and evaluation of a range of business and management development. She has 20 years experience working with people, including senior managers, in training, advising and coaching to develop their skills.

IMC Events Ltd

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Duration	1 day
Date	29th June 2012
Time	9.30 am – 5.00 pm
Venue	London EC3
Fee	£225.00 +VAT (including refreshments and buffet lunch)
Bookings	To reserve a place on this course please contact Tony Gregory Telephone: 07712 482 212 or Email: tony.gregory@imc-seminars.com