



## **Personal Organisation and Workload Management (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 where appropriate.

### **Target Audience**

This course is suitable for people at all levels and in all disciplines who need to gain control of their time and use it more effectively by managing themselves and their workload effectively.

### **Course Objectives**

On completion of the course delegates will have new skills to help them:

- Systematically review their use of time and resources available to them
- Prioritise their workload and manage it more effectively
- Recognise their time management strengths and weaknesses
- Realise their value as a resource of the organisation
- Produce an action plan to improve workload management
- Make better use of time through effective delegation where appropriate

### **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
- How and what to plan, schedule and organise - analysing workload, prioritisation and categorising
- Fitting long term priorities into short term planning
- Clarifying our role and the goals that we need to achieve
- Managing paper and filing - dealing with paperwork – handling post, emails and memos
- Handling the unexpected – managing interruptions
- Identifying your personal “time thieves”
- Establishing a set of key result areas
- Focusing on results

**Trainer Donna Shoemith MInstLM & CiTP Accredited**

Donna is an accomplished training and business consultant, with a passion for developing people and businesses. Professional and highly motivated with excellent communication and interpersonal skills, she ensures effective and professional relationships are built with all levels of staff. She is committed to providing highly effective training and development supported by personal, and dedicated, delegate support. She is accredited by the Institute of Leadership and Management to deliver training for and assess candidates of nationally accredited management qualifications.

**Duration** 1 day

**Date** 20<sup>th</sup> September 2010

**Time** 9.30 am – 4.30 pm

**Venue** IMC Training Rooms, 16 St Clare Street, London EC3N 1LQ

**Fee** £225.00 +VAT (including refreshments and buffet lunch)

**Bookings** To reserve a place on this course please contact Tony Gregory  
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