



## **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 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.

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#### **IMC Events Ltd**

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Tel: 07712 482 212    Website: [www.imc-seminars.com](http://www.imc-seminars.com)

**Duration** 1 day

**Date** **22<sup>nd</sup> February 2012**

**Time** 9.30 am - 5.00 pm

**Venue** Novotel London Tower Bridge, 10 Pepys Street, London EC3N 2NR

**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](mailto:tony.gregory@imc-seminars.com)