



TIME MANAGEMENT

Very often we hear: "I have no time! I must work overtime and take something to work at home."

Time is a rare resource. It is unchangeable and irreversible. It is important for managers to save their time and subordinates ones and how to spend it wise.

The training course gives the tools for improving the management activity through examples, experiments, and behaviour modelling. Are presented two professional movies on topic during the training.

At the end of the course the participants will have a role-play video recorded, then playback and analysed by the trainer who is giving constructive feedback.

OBJECTIVES

At the end of the course the participants will be able to:

- » evaluate where, how and why they waste in present their time;
- » set up goals and develop plans;
- » use methods for time planning;
- » develop personal skills for self-organising and other people organising;
- » plan and organise effective meetings;
- » elaborate reports in a short time.

COURSE CONTENT

- Developing of a personal sense of time
 - √ Self-management
 - √ Personal change
- Self - organising
 - √ Time management grid
 - √ Focusing on the activities of the efficient manager
 - √ Using the agenda

- Meetings and Reports, the huge time consumers
- Organising the subordinates' activity
 - √ Delegation
 - √ What managers do after delegation

PARTICIPANTS

- * Management team members
- * Future managers

DURATION: 2 days



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