

TIMEPOWER

Introduction

A series of PDT™ sessions on time management enabling delegates to manage time more efficiently, reducing stress and enhancing productivity and personal health. Delegates join by phone for a conference call, allowing for multi-site training without the travel costs and, of course, saving time.

Who will benefit: All levels of management

Duration: 2 x two-hour phone training sessions (1–2 weeks apart to allow for practice)

No. of delegates: Up to 10 delegates

Optional value-add services

- Training Needs Analysis prior to design and delivery to establish exact requirements for maximum programme value
- Phone coaching for each delegate between sessions encourages the delegates to practise skills and discuss problem areas

Programme content

Principles of TimePower

- Getting control of events
- The Wheel of Life
- How to plan more effectively
- Important vs. urgent
- The 5 options for each event

Principles of managing our activity

- Identifying our key time bandits
- Dealing with procrastination
- Managing interruptions

Principles of planning with prioritised goals and values

- Value-based planning
- Cascading prioritised goals
- Integrating your learning from the event

Benefits

Delegates will have:

- analysed real time challenges using the principles of TimePower
- identified the key barriers to efficient time management
- understood how to prioritise values and goals
- received practical skills to enhance productivity and increase efficiency within the organisation

"Our delegates learnt an impressive amount in a demanding two-hour session without leaving their desks. They are now making better use of the working day, which is helping to turn us into a more efficient organisation."

Iain Holliday, Training Director, Cushman Wakefield Healey & Baker



DELIVERY

01491 411 544
info@3ctraining.co.uk



3C ASSOCIATES
Learning & Development Consultancy
www.3ctraining.co.uk