



Effective Time Management

How often do you say to yourself, "There just aren't enough hours in the day!"

We can help you achieve more and reduce your stress levels by providing you with the tools to make time work for you.

Who should attend?

Managers, employees and individuals at all levels who want to be even more effective in what they do and do more of the things that will help them achieve their personal and business objectives.

What outcomes can you expect?

- New tools and tactics to address the challenges around your time
- Ability to recognise and deal with feelings of frustration or being overwhelmed and make time work for you
- Identify the things that are wasting your time
- Improved assertiveness and being able to say 'no' without causing offence

Course Aims

This one-day workshop is designed to provide delegates with the skills required to analyse their use of time and to give practical tools to improve their own self-management.

The workshop is designed as an introduction to the concepts of time management. It will offer the opportunity for you to review your current time management skills and develop new ones, including techniques for being assertive with the people whose work you support and others who make demands on your time. By the end of the workshop you can expect to:

- Have identified the issues that are preventing you from managing your time effectively
- Understand how to use a variety of time management tools
- Have identified the areas where you wish to make changes
- Have begun to identify appropriate tools to use in order for those changes to take place

Key Elements

- **What is time management?**
 - Definition of time management
 - How to manage your time with goals and objectives
- **How to manage time better**
 - The essentials
 - Recognising what is important v's urgent
- **Time management examples**
 - Outline of some principles
 - The Task List
 - The Pareto Principle
- **Problem solving**
 - How to Reprioritise
 - Dealing with difficult situations assertively
 - Managing interruptions
 - How to say 'no' without offending

What are the entry requirements for the course?

There are no minimum academic or vocational qualifications required but a good general standard of education is beneficial.

What could I do after this course?

Depending on your circumstances you may wish to consider our Project Management Essentials course or use your learning toward one of our full level 2, 3 or 4 Leadership and Management qualifications.

How is the course delivered?

We deliver this course as a focused group 1 day workshop for up to 10 attendees. Each attendee will receive a course workbook and all of the resources required to complete the training. The course can be delivered at your workplace, or at our training centre near Reading.

We could also deliver this course remotely, please contact us for further information.

Take your next step today...

- You can make your booking directly through this website or by talking to one of our course coordinators on 0118 984 4638
- You will then receive an acknowledgement email
- You can mark the date in your diary!
- You will receive an official confirmation along with joining instructions, invoice and directions to the TSP Pro Training Centre
- Please allow up to 1-2 working days for your confirmation and invoice

Cost - 1 day workshop for up to 10 attendees

£1,500

TSP Pro Courses

Our TSP Pro suite of professional training courses have been designed in response to the specific needs of our business clients. We received feedback asking for more of our shorter, more intensive courses. These can be delivered at your workplace, or at our training centre, near Reading

The range also includes but is not limited to:

- **Ultimate Communicator** - 1 Day • £1,500
- **Customer Service Excellence** - 1 Day • £1,500
- **Project Management Essentials** - 1 Day • £1,500
- **Introduction to Lean Management** - 2 Days
• £1,500 per day
- **Introduction to SMART devices** - 1 Day • £1,500

For dates, bookings or to find out more,
call 01451 810 387 or visit www.tsplearn.co.uk



It is our intention to be responsive to the needs of individuals and the organisations that they represent and develop our TSP Pro suite further. If you believe you have identified a training and development area that is not represented, please contact us to discuss your requirements.

www.tsplearn.co.uk | Twitter @tsplearn | info@tsplearn.co.uk | 01451 810 387

