

# Time Management for Managers

## Course Overview

**FOR:** All levels of Management

### **COURSE OBJECTIVES:**

Participants will learn how to stay focused under pressure, improve their productivity, reduce precious management time on 'fire fighting', analyse current work practices and generate options for managing their workload effectively.

### **CONTENT:**

**Recognise the Signs** – how to recognise that time management is a problem.

**Plugging the Leaks** – assess yourself on 30 common time wasters, identify your personal top time wasters and set an action plan to overcome them.

**Dealing with Overload** – how to improve systems, clarify responsibilities, say 'no' to inessential tasks, realign goals with important priorities.

**Organising and Managing Your Environment** – how to manage interruptions, phone calls, paperwork and make better use of meetings.

**Planning and Prioritising** – how to stay focused, put competing tasks into perspective, avoid the urgent treadmill and utilise future planning.

**Processing Projects** – problem solving, taking ownership, clarifying expectations, overcoming dependency and managing competing deadlines.

**Procrastination** – recognise the triggers behind procrastination and learn six steps to help you beat the procrastination pattern.

**Delegation** - overcome barriers to delegation, putting into place an effective process, accountability, managing the risk, monitoring progress.

**Course is 1 day** – start 9am, finish 4pm

Fee: \$525+GST per person

### **Course dates for Auckland:**

18 February, 13 May, 12 August, 18 November 2010

- **This course is limited to 10 participants. Early registration is vital.**

**We can present this course in-house for you and tailor the content to meet your learning & development objectives.**

## PRELIMINARY BOOKING FORM

**Print this form, complete it and authorise where indicated. Please write clearly.**

Then return to us by fax to: (+64 9) 360 2180 or email to [admin@innovativetraining.co.nz](mailto:admin@innovativetraining.co.nz)

Name of Attendee: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

**Please tick which course you would like to attend or your staff member to attend:**

- |   |   |
|---|---|
| <input type="checkbox"/> Developing the Leader in You                     | <input type="checkbox"/> Handling Stress and Coping with Pressure     |
| <input type="checkbox"/> Time Management for Managers                     | <input type="checkbox"/> Dealing with Difficult People and Situations |
| <input type="checkbox"/> Business Writing                                 | <input type="checkbox"/> The Exceptional Secretary                    |
| <input type="checkbox"/> Presentation Skills - Fundamentals of Presenting | <input type="checkbox"/> The Indispensable Personal Assistant         |
| <input type="checkbox"/> Presentation Skills - Dynamic Presentations      | <input type="checkbox"/> Excellent Frontline Customer Service         |

Course Date: \_\_\_\_\_ Course Fee: \_\_\_\_\_

Which parts of the course are of particular interest? (Refer to course outline)

**This is a Preliminary Booking form which does not guarantee a position on the course. On receiving this form, we will let you know if there are still positions available. Then we will send an invoice and course location details, start time, finish time etc.**

### **Cancellations, Refunds, Transfers**

**Please read the following statement before authorising this booking;**

"I have read the course outline and accept responsibility for the relevance of the content. I understand that no refund will be made for cancellations received within 10 working days of course date and that notice to cancel is to be given in writing. I understand that if the person booked cannot attend, another staff member can take their place, and that, in the event that the course does not run, a full refund applies."

Authorising signature: \_\_\_\_\_ Name & Title: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Email: \_\_\_\_\_