

Time Management for Managers

Is so much of your day wasted by interruptions which are minor and don't really require your expertise? Are you caught in the 'Urgent' trap with no time to plan and prepare?

It's true that most managers are time-challenged. So would gaining a couple of hours of real working-time a week be helpful to you?

Course Structure

This half day course will provide Managers with tools and insights that really work, which can be applied the very same day on your return to the office.

Focusing on what's important

- › Your role and responsibilities, your role within your business or organisation, what's the main purpose of your role?

Problem Solving Processes

- › One of the key factors in managing work flow is handling interruptions and having processes for dealing with escalations. Our 5 step process is easy to implement and will save you and your staff time.

Dealing with Overload

- › How to get off the urgent trap, clarifying responsibilities, learning to say 'no' to inessential tasks and realign goals with important priorities.
- › Analysing efficiency vs busyness – understand processes for analysing work flow, identifying system bottlenecks and strategies for dealing with emails.

Make Better Use of Meetings

- › Meeting that are not well managed can be huge time wasters. Learn 10 tips to make your meetings more productive.

Is This the Best Use of My Time?

- › How to prioritise, to take ownership of your day, clarify expectations, overcome dependency and manage competing deadlines.
- › Effective delegation – understand how to overcome barriers to delegation, how to put into place an effective 8 step process to manage risk, monitor progress and avoid upward delegation.

Continue the Learning

- › Course attendees further build on the skills covered during the training by setting a 3 week Action Plan. They take the key information covered during the course and set a plan for implementing the strategies in-real-work-time over the next 3 weeks.

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Course Nuts and Bolts

Course Dates:	Please refer to our website for upcoming dates www.innovativetraining.co.nz
Investment:	Standard Fee: \$375 + GST Early Bird Fee: \$325 + GST
Duration:	A half day course, starting at 9.00am and concluding at 12.00 noon.
Location:	Registered course attendees will be provided with full venue details.
Limited Numbers:	Courses are limited to 10 participants. Please register early to avoid disappointment.
Inclusions:	Highly experienced trainer, a comprehensive manual, ITS Certificate of Achievement.

Further Information

A manager's role is a demanding one and in this fast paced, disruptive business environment, most managers are time-challenged.

Not only do you need to organise you own time but you also need to accommodate the needs of your staff. How you respond to ongoing "distractions" and the choices you make will determine how much you achieve by the end of each day.

This comprehensive course builds on our half-day 'Key Elements of Time Management' course and is full of practical strategies to focus attention and make it easier to put competing tasks into perspective. The course is conducted by a highly experienced trainer who will ensure you receive exceptional value and results from the training.

Please Note

We can facilitate this course in-house for your business and customise the content to suit your requirements. To discuss your needs, get-in-touch by email: enquiry@innovativetraining.co.nz or call us +64 9 360 3252.