

Time Management for Professionals

1 Day Training Workshop

plan to succeed ♦ execute with discipline ♦ avoid distractions



Program Overview

Introduction

To be successful in today's fast moving information world, you have to be effective at getting the important things done, so it is no surprise that our time management workshop has become one of the most popular courses in our training suite.

During the workshop, participants are challenged to explore and understand their personal relationship with time, requiring them to delve into their personal behavioural styles and examine how those behaviours affect their productivity.

The workshop is designed to be practical and provides opportunities throughout for participants to discuss and contextualise the core concepts, providing practice with tools and systems both for individuals and teams to take away and apply directly within their workplace. From a team perspective, this includes methods that ensure effective communication and a shared understanding of where effort should be applied as a priority. On an individual basis, participants learn to recognise when they are losing focus from their most important goals and how to overcome these distractions.

The concepts and exercises challenge participants to recognise the distractions that draw them away from the most important goals and activities and provide practice at using the tools and a framework for developing new time management skills.

Learning Objectives

At the conclusion of this workshop participants are expected to;

- Understand the importance of identifying their core goals and those of their team
- Plan for success by aligning their activity to their team and individual goals
- Use task lists and calendars effectively
- Recognise and avoid behaviours that erode effective time management
- Maintain a well laid out workplace that supports core activity
- Delegate effectively
- Plan and conduct effective meetings

Who Should Attend

This program is widely applicable across all roles, professions and management levels.

It will be particularly beneficial for:

- Teams working together to meet deadlines in dynamic environment with high work volumes and where priorities constantly shift
- Individuals who have difficulty identifying priorities and who are vulnerable to missing deadlines others are depending on

Training Agenda and Structure

Module 1: Time Management Foundations

Overview

The first module introduces the participants to the foundation of the Time Management model; self-analysis, being aware of one's time management strengths and weaknesses..

Participants are challenged to delve into their individual behavioural traits to understand how behavioural preferences and habits affect their approach to time management. We look at what needs to happen to develop and embed new habits.

Group discussion are used to highlight the fact that many of the time management challenges are shared across the participants and are known issues with known remedies.

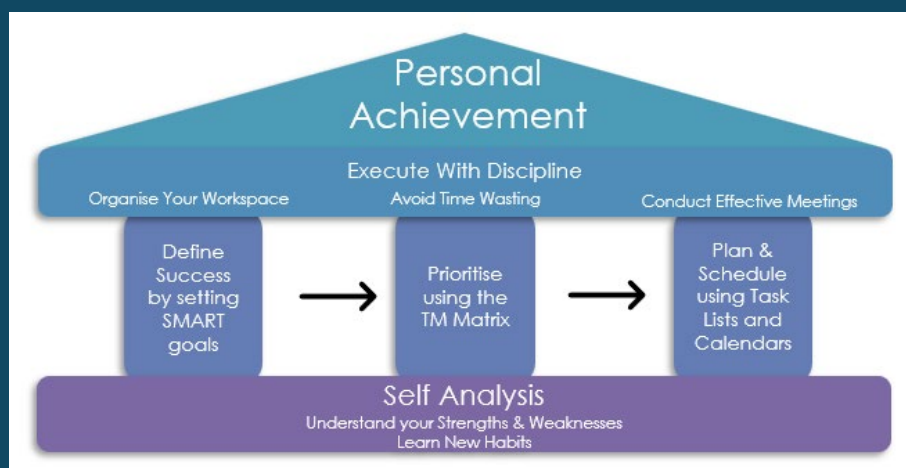
Agenda

- An overview of time management
- Outcomes of good and bad time management
- A model for time management
- Behavioural & personality insights
- The importance of self-analysis
- Developing new habits
- Time management strengths to develop
- Common time wasters

Module 2: The Importance of Planning & Scheduling

Overview

In the second module, we look at the three pillars that sit atop the foundation. These pillars make up the planning aspects of time management, defining success, creating & prioritising tasks lists, and scheduling activity into a calendar.



Agenda

- Defining success - The importance of goal setting
 - SMART goals
- Planning & Prioritising
 - The time management matrix (importance vs urgency)
 - Task lists & scheduling using calendars & diaries
 - Using outlook effectively for time management
 - Learning to say no
 - Eat the frogs
- Organising your workspace
- The real impact of multi-tasking

Module 3: Time Management Challenges

Overview

The final module, we complete the time management model by looking at the roof that sits on the pillars. Here we look at the disciplines of organising the physical and digital workspaces by removing clutter and creating order in the workplace so that things and information can be found quickly and easily.

Then we explore some of the disciplines that great time managers master, with particular attention to choosing carefully what to say yes to, managing email and paperwork, delegating to others effectively, and running productive meetings.

Agenda

- Organise your workspace
- Eat those frogs
- Learning to say NO
- Managing email and paperwork
- Effective delegation
- Running effective business meetings

Kallista Consulting



Kallista Consulting was founded in 2006 with a vision to help organisations achieve their goals by improving their leadership capability, team culture and process performance. We do this through developing and facilitating practical training and business transformation programs that provide a measurable return on investment. Our programs are designed by experienced professionals who have strong leadership and operational experience, are excellent communicators capable of building strong relationships at all levels and who can translate their knowledge into easy-to-understand frameworks and tools.

Now, more than 17 years later, we boast an enviable client base, and our business advisory team includes some of the most experienced productivity and leadership experts in Australia, with experience across many sectors, both public and private. Our outstanding track record of delivering a strong return on investment for our clients speaks for itself, and we have many ongoing clients with whom we work very closely with engagements running over several years.

Our key areas of expertise are:

- **Leadership Development (from frontline to executive level)**
 - Leadership Fundamentals Training
 - Leadership Development Programs consisting of training and practical activities to develop and adapt the skills to the workplace
 - Training, coaching and mentoring for business leaders
- **Business Fundamentals Training**
 - Inventory & Warehouse Management
 - Outstanding Customer Service
 - Time Management
- **Process Improvement**
 - Training in all aspects of continuous improvement (lean – six sigma principles) and their practical application, including green and yellow belt certification
 - Business process mapping and performance analysis
 - Business process transformation
- **Project Management Training**
 - Traditional Project Management (PMBOK / Prince 2)
 - Agile Project Management

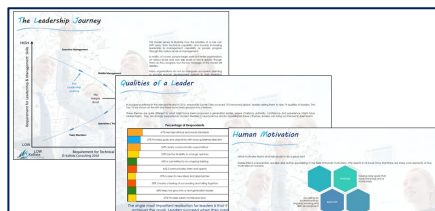
A few of our client partners



And why they keep coming back



practical & engaging exercises that help translate the learning directly to the real world



Quality materials, printed in colour on heavy paper, that are comprehensive guides in themselves



experienced facilitators with engaging styles, who command credibility with their audiences