



Effective Time Management and Delegation

2 Day Training Course

Enabling managers to improve their productivity, efficiency and personal effectiveness.

Course Aim

To enable managers to improve their productivity, efficiency and personal effectiveness through time management and delegation.

About the course

Since we all have the same amount of time available to us, our ability to manage our time is the one thing that will make a real difference. That means focus. To be effective we need to spend the maximum possible amount of time on what is important - and that means spending less time on what is not important.

In addition, delegation is a non-negotiable 'must' for anyone who has a bigger job than they can accomplish on their own without help. All managers and leaders are dependent on other people to help them achieve their results. Being able to let go and delegate tasks to others can be one of the hardest managerial responsibilities.

Successful managers need the skills to both manage their time and delegate effectively - not only to help them achieve more but also to develop the full potential of their people.

Key Outcomes

Participants will learn to:

- Organise themselves by using the key principles of time management
- Prioritise their work to ensure real achievement and not just activity
- Achieve more through effective, intelligent and planned delegation
- Use delegation to free up time and create an empowered and motivated team

Who should attend

Suitable for managers who wants to 'step up' their productivity and also achieve better results through the efforts of others.



Course Outline

Understanding Time Management

- Defining time management
- Key concepts: 'Managing time' vs 'managing ourselves'
- The difference between being efficient and being effective
- The benefits of becoming organised
- The importance of planning

Time Challenge

- An exercise in prioritising, delegating and time planning. Teams must plan a diary and decide which tasks to delegate and who to delegate them to.

Managing Time: The Key Principles

- Using a structured approach to becoming organised
- Establishing 'purpose' and distinguishing this from 'what we do'
- Creating a 'to-do' list
- Distinguishing between progress and maintenance tasks

- Prioritising tasks in the light of urgency and importance
- Scheduling tasks effectively

Understanding Delegation

- Defining 'effective delegation'
- The difference between delegating and dumping
- Why delegate?
- The many benefits of delegation
- Identifying and breaking down the barriers to delegation
- Applying a structured process to help delegate effectively

Identifying Delegation Opportunities

- What can and can't be delegated and why
- Using delegation to develop others: The 'stretch' but not 'stress' approach
- Opportunities for delegation: past and present

Delegation and Empowerment

- Delegation with or without empowerment: The key difference
- Establishing appropriate levels of empowerment for each delegation
- Avoiding micro-managing
- Briefing effectively using a five stage process

Delegation Skills Audit

- Assessing individual current delegation skills and practices over 6 key areas
- Creating a personal delegation skills profile using feedback from others
- Suggestions for improvement and action planning

Video Content

- Video Arts production *'The Unorganised Manager'* shows that no matter how efficient managers may think they are, they cannot be fully effective until they learn how to manage their time.



What Delegates Say

“I have increased my awareness of how I currently delegate and now have a clear action plan to help me improve. The trainer had an excellent way of communicating the course, keeping a high level of interest.”

Thanos Papanaklis, White Young Green

“The trainer was excellent - high energy and kept us on track - and we are a talkative crowd!”

Bill Westwater, CEO, Xeros

“This training furthered my understanding of the tools to delegate effectively. The ability to empower is key. I will attempt to lead through questioning and involvement moving forward.”

Greg Dickson, Associate Director, Turley

“The trainer was engaging, welcoming and knowledgeable. The course was exceptional. Easily the best delivered and most useful I have been on, particularly the interactive activity. Thank you.”

Kathryn Young, Planner, Turley



Contact us

This course is available for in-house delivery or at a venue of your choice and can be tailored specifically to meet your business needs. For booking fees or further information contact us:

0845 519 9395

info@traininginterventions.co.uk

www.traininginterventions.co.uk

Related Training Programmes:

- Effective Influencing Skills
- Coaching skills for Managers
- Assertiveness at Work