

Time Management

Take charge of your day and respond productively to changing priorities



NEW! Now
includes
e-learning & MP3
follow-up modules

WHO IS IT FOR?

- Anyone who finds themselves:
- Working late
- Missing deadlines
- Overwhelmed by their to-do list

WHAT WILL YOU GET OUT OF IT?

- A new focus on your purpose and objectives, and tools to benchmark your success
- Effective prioritisation skills
- Skills in delegating to others, so you can finish the jobs that really matter
- An action plan to encourage self-discipline and sustained improvements

Book now

-  **0800 170 7777**
-  **MORE.INFO@REEDLEARNING.CO.UK**
-  **WWW.REEDLEARNING.CO.UK/TM**

What's more...

CMI accredited



inspiring leaders



Time Management

One day course, run
across the UK

Delegates will leave this course with new tools to organise their day efficiently, the confidence to say no to unreasonable requests, and techniques to stop them feeling trapped by their workload



WHO IS IT FOR?

This course is ideal for anyone who:

- Wants to be more productive in their role
- Needs to make time to focus on the most important tasks
- Is trying to keep on top of emails without losing a whole day to them
- Would like to reduce their levels of stress and be more assertive
- Wants to feel more efficient, focused and productive

WHAT IS IT ABOUT?

Have you ever felt overwhelmed by how much you had to do, or felt you were allocating too much time to tasks that are nowhere near the top of your list? This course lets you regain control of your workload by managing yourself and others more intelligently. You will learn how and when to say no, how to prioritise effectively and most importantly, how to sustain these improvements over time. You'll leave with a clear head and the tools to make immediate, lasting improvements back at work.

WHAT WILL I GET OUT OF IT?

- A new focus on your purpose and objectives and tools to benchmark your success
- Effective prioritisation skills
- An understanding of your own productivity schedules and patterns
- The ability to analyse and combat the factors that sabotage good intentions
- Assertive techniques to manage interruptions and handle disruptions
- An understanding of how to delegate to others so you can finish the jobs that really matter
- Skills to project a competent and organised impression

The golden rules for saying 'no'

An action plan to encourage self discipline and sustained improvements, and the motivation to make it happen

YOUR PLACE OR OURS?

This course works effectively as an in-house programme, which can be tailored to the specific needs and learning objectives of new managers in your business.

In-house training is an effective alternative and costs less than you think. Courses can be delivered at your premises (or somewhere else if you prefer), and the solution will fit your organisation exactly.

If you have a group requiring Time Management training, call our in-company team on 020 7520 6600.

DON'T JUST TAKE OUR WORD FOR IT...

"Very informative and useful day - taught me more about myself than I thought." Joseph Gallagher, Acting Professional Officer, Royal College of Nursing

"Good course - has hopefully broken me out of a downward spiral of stress. Thanks!" Russell Haines, Principal Research Engineer, Toshiba Research Europe Ltd

"Course was excellent. Trainer was extremely knowledgeable. I feel more assertive at work." Cathryn Goody, Management Accountant, Utopia Furniture Ltd



Course Programme

Courses typically start at 9:30am and finish between 4:30pm and 5pm. Refreshments will be available throughout the day. Lunch and course notes are always included.

Delegates leave feeling motivated to tackle their to-do list and with increased drive to stop procrastinating and get things done. Assertive, less stressed employees help create a happier, more productive working environment throughout the organisation.



TO DISCUSS WHETHER THIS COURSE IS RIGHT FOR YOU, CALL OUR CUSTOMER SERVICE TEAM ON 0800 170 7777

Morning: Setting goals, prioritising and beating time bandits

Registration & coffee 9:30am

Setting effective goals and objectives

- A three-pronged approach: doing the right things, at the right time, in the right way
- Linking what you do to organisational goals and objectives
- Tips and tools for better organisation
- Motivating yourself to use your time creatively and productively

Prioritising Effectively

- Different perceptions of time
- Using a prioritisation matrix and time logs
- Re-prioritisation - how to be more flexible
- Seeking value for time in the same way as value for money

Recognising "Time Bandits" and how to beat them

- The difference between urgent and important
- How to schedule yourself effectively

Afternoon: Delegation, managing expectations and assertiveness

Effective delegation

- How to use delegation to free up time for other tasks
- Responsibility vs accountability
- When not to delegate
- Planning a delegation brief

Assertiveness

- The benefits of an assertive response
- Aggressive versus submissive versus assertive
- The emotional brain and the thinking brain
- How to say no, and looking for a "win-win" outcome

Summary of key learning points, questions and answers and action planning

Blended Learning

eLearning

- After you have attended the course, a modular e-learning programme will be delivered to your inbox.

MP3 Learning Bites

- Add to your knowledge and make the most of your 'dead-time' with our personal development training sessions on MP3, free with this course. They include:
 - Effective Prioritisation
 - Setting SMART objectives
 - The Art of Being Assertive



Course title

Time Management

Duration & cost Across the UK

1 Day, £530 + VAT
Several times per month

Code

TM

Dull but important – This is your personal code, please quote it when booking

IBC/TM

REED
LEARNING

Call us to book your place on
0800 170 7777 Book online at
www.reedlearning.co.uk/tm

FOUR MORE GREAT REASONS TO ATTEND OUR TIME MANAGEMENT COURSE

- 1. IT'S CONCISE, PRACTICAL AND A GREAT WAY TO GET THE MOST OUT OF EVERY DAY**
- 2. IT FORMS PART OF OUR CMI-ACCREDITED TRAINING PROGRAMMES FOR MANAGERS**
- 3. ALL DELEGATES WILL GET E-LEARNING FOLLOW-UPS TO SUPPORT THEIR LEARNING**
- 4. THIS COURSE COMES WITH DOWNLOADABLE MP3 LEARNING MODULES**

SPACES ARE AVAILABLE NOW

You'll find the next scheduled dates online at www.reedlearning.co.uk/tm Alternatively, our customer services team are waiting to speak to you on **0800 170 7777** If you prefer, email any questions to more.info@reedlearning.co.uk Call us today to book your place on this course.

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WHY CHOOSE REED LEARNING?

We are the UK's leading business training company – with 40% more business, management and personal development programmes than any of our competitors

Reliable 99.5% of our delegates would recommend us to a friend or colleague.

Professional Over 30 years' experience coupled with seamless administration & a no quibble refund if you are not completely satisfied.

Friendly The most generous loyalty discounts in the industry, and you can attend your course again with our FREE refreshers.

Innovative The first training company to offer bite-size MP3 modules and pioneers in developing qualifications in partnership with leading academic institutions.

Visit our website www.reedlearning.co.uk for details of other courses that can help with Time Management, including:

- Stress Management
- Speed Reading
- Effective Communication
- Getting Organised

FREQUENTLY ASKED QUESTIONS

Q Where will my course be held?

A You can attend our Time Management course from any one of six training venues across the UK. Choose from London, Birmingham, Newcastle, Manchester, Leeds or Bristol.

Q How will I know where to go and what to do?

A You'll be sent comprehensive joining instructions. You can also access maps online at www.reedlearning.co.uk/venues.

Q How many people will be on my course?

A This course rarely runs with more than 10 people in order to maintain the level of individual attention our experiential learning requires.

Q Will there be lunch?

A Of course! You will either enjoy a buffet in the training centre, visit a local restaurant with your fellow delegates or be given vouchers to use in the numerous eateries nearby. All options are included in the course price.

