



# Time, Task & Planning Skills



Duration: 1 day



Maximum group size: 12 people

## Course overview

This Time Management course is designed to help staff at all levels who need to gain control of their time and prioritise their workload effectively. Planning, personal organisational skills, task management and delegation are all core elements of the day.

## Delivery methodology

Futureproof's training workshops require all delegates to take a full and active role throughout. Our mix of trainer led discussion, facilitation, coaching and skills practice ensures that all delegates enjoy an interactive and supportive learning experience.

## Who would benefit from attending?

For those wanting to improve the way in which they manage their time and their daily tasks.

## Core development objectives covered

- Why personal organisation & planning is important at work
- The importance of meeting deadlines
- Recognising your current ways of working
- Identifying how and where time is being wasted
- Prioritising your workload
- Urgent v's Important
- Effective scheduling & diary management
- The do's and don'ts of writing a task list
- Managing downtime, delays & interruptions
- Delegating tasks ~ learning to let go
- Setting clear objectives
- The importance of having personal goals / objectives



Want to tailor the content of this workshop and incorporate internal procedures, competency framework, organisational values & work-related challenges?

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