

Personal Effectiveness & Resilience



Duration: 1 Day



Ideal Group Size: 10 to 12 People

Course overview:

This course is designed to help managers 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 session. We will also look at the importance of developing personal resilience to maintain peak performance levels.

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:

This course is ideal for Managers who want to improve the way in which they manage their own time and resources.

Core learning objectives covered:

- Key characteristics of effective people
- Personal organisation and planning
- Time and task management
- Recognising your current ways of working
- Identifying how and where time is being wasted
- Managing downtime, delays and interruptions
- Prioritising your workload
- Urgent v's important
- Learning to let go of certain tasks
- Managing and controlling the resources at your disposal
- Time, cost and quality implications
- Effective delegation
- The characteristics of a resilient manager
- Identifying stress / anxiety in others
- The importance of acting appropriately



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

Get in touch with one of our Learning & Development Managers – 01623 409 824 • info@futureproof-training.co.uk