



Time Management

How to get it done without the stress

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1 Day: CUA Ref: # 764322

Course Overview

It seems no one these days has enough time to do what they need to do let alone what they'd like to do. But it doesn't have to be that way.

Time Management is an intensive one-day program that will free you from being a time slave. Course content is focused on participants' personal work and social circumstances – with a minimum amount of theory.

The course also includes a practical session on stress-relieving activities that can be done at work or home.

Participants will learn the essential techniques to take control of their time. They will also learn how to reduce stress through effective time management.

Recommended For

Managers, team leaders, project managers, supervisors, or anyone who feels they have too much to do and not enough time in which to do it.

Benefits

For the organisation

- Staff who can manage time efficiently;
- Higher performing teams and individuals; and
- An organisation where staff are less stressed and more productive.

For individuals

- An approach to time management that is easily learnt;
- Less work-induced stress; and
- More time for the important things.

Learning Outcomes

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| By the end of the one day program participants will have: | | |
| • Understood the principles of effective time management; | | • Examined effective time management tools and strategies; |
| • Analysed stressors, interruptions, and time wasters; | | • Made plans to delegate; |
| • Discovered the benefits of setting goals and objectives; | | • Committed to a personal action plan; and |
| • Applied techniques for prioritising; | | • Simulated communicating their plan to colleagues and soliciting their assistance. |
| • Investigated the 80/20 rule; | | |

Training Methodology

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| This is a highly interactive and practical program in which participants will: | |
| <ul style="list-style-type: none"> Discover protocols, systems, and techniques that work successfully. | <ul style="list-style-type: none"> Apply the learning to a personal time management plan. |
| <ul style="list-style-type: none"> Establish and analyse their own time wasters. | <ul style="list-style-type: none"> Present their plans and receive feedback. |
| <ul style="list-style-type: none"> Participate in discussions and group work. | <ul style="list-style-type: none"> Record their learning. |

Presenter

Robert Hounsell is a highly experienced training manager who is internationally recognised and is regularly called on by companies like Barclays Bank to conduct training courses in the UK and Africa. He has consulted to many global companies and conducted training programs in Australia and 13 countries across Europe, the Middle East and Africa. Robert is Director of Training with the Applied Innovation Centre.

| Duration - Dates - Venue | Fees per person (including GST) |
|--|--|
| 1 day | \$324 CUA Members |
| <u>Click here for dates</u> | \$440 Individuals |
| St. Catherine's College 2 Park Road, Nedlands | \$330 Groups of 3 or more |
| Free onsite parking | Lunch, morning / afternoon tea included |

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**Discover it, learn it, practise it, make it your own,
then *do it for real!***

Cancellations

No refunds will be made on cancellations received after 7 days prior to the event.

Privacy Statement

The Applied Innovation Centre respects your right to privacy and will not provide contact details of course participants to third parties.

Results through **INNOVATION**

