



WATA Knows... and you can too!

## Leadership and Management Courses

### Time Management

Essential skills for anyone trying to juggle multiple tasks. You'll be amazed what you can achieve once you understand how to prioritise your time, establish what you want and manage the 'time bandits' that get in the way.

#### On this course you will learn to:

- ✓ Apply the principles of time management
- ✓ Set clear goals and objectives
- ✓ Prioritise tasks effectively
- ✓ Manage the impact of 'time bandit' on your day
- ✓ Organise your diary inline with your objectives
- ✓ Delegate tasks
- ✓ Ensure you are not burdened with other people's work
- ✓ Spend more time doing the things that you love

#### What does the course cover?

- ✓ Identify how we use our time (time logs completed before the course)
- ✓ Recognising our current time management style?
- ✓ Prioritising - the important v the urgent
- ✓ Delegating
- ✓ Handling interruptions
- ✓ Ways to overcome our time bandits
- ✓ Organising self, others, desk and PC
- ✓ How to plan relaxation time into our busy lives
- ✓

This course is ideal for all staff who would like to use time more effectively, including managers who also want to learn how to manage their team's needs and complete their other tasks.

#### Course Dates

2011: 3 Nov

2012: 22 Feb; 3 Jul; 26 Nov

**Course fee: £225 + VAT per delegate  
Plus ILM fees if required.**

Delegates will be provided with course handouts, lunch and refreshments

**Duration: 1 day**

(9:15 am to 4:30 pm approximately - please arrive 15 minutes before the course is due to commence)

All courses are adapted to suit your needs and accreditation with **ILM (Institute of Leadership & Management)** is optional