







Training Workshop – Module Overview

Innesskirk's innovative "Effective Time Management" is an intensive program addressing a crucial management and leadership skill; with clear, practical guidelines every step of the way.

Tutorial sessions, case studies, practical exercises, presentations and syndicate work make this a proactive, hands-on course.

Delegates will be asked to identify a project where the techniques and skills learned during the course can be implemented within an identified period of time.

Workshop Objectives – Delegates Will Be Able To...

-  Set priorities and delegate effectively and efficiently
-  Make and keep commitments, using their time efficiently
-  Get the most out of others by compelling them to use their time efficiently
-  Give direction to their career and life by becoming more proactive with their time
-  Create the habit of using the power of effective time-management techniques every day
-  Be assertive in any situation, while experiencing less stress when pressured

Post Workshop – IMPACT™ Program

IMPACT™ Project – Delegates identify a work-related project during the last hour of the training that will be used as a measurable indicator of successful application and implementation of the training content.

IMPACT™ Coaching – The delegates participate in custom-designed coaching sessions to facilitate the completion of their **IMPACT™ Project**. Delegates document the project's life cycle and all related issues in the provided coaching booklet.

Workshop Agenda – DAY ONE

WELCOME

Introduction And Course Objectives

Agenda begins with the introduction of course objectives, materials, methodology and pedagogy. Instructor will include the introduction of delegates through icebreaker activity

Time Management Methods And Overview

This segment includes an introduction to time management, methods, purpose and objectives, with emphasis on the principal time management components and qualities of an effective professional.

Proactive Behavior – Path To Effectiveness And Efficiency

An introduction to practical time management tools and techniques to have more consistent control: From re-active to pro-active behavior in five steps.

LUNCH

Barriers To Effective Time Management

Instructor leads the delegates in identifying the most common personal and environmental time-wasters, with a review of the 10 most common mistakes.

Self-Analysis Of Current Behavior And Personal Improvement Plan

Delegates identify time-wasters currently affecting their personal output and develop a personal improvement plan.

Planning And Prioritizing Essentials

This segment works with delegates to understand methods to effectively and efficiently plan and prioritize their day, week, month and year using expert tools and techniques.

Effective Time Management Behavior - Role Play Exercises

Numerous short role play activities are used to gain skills in changing current time-wasting behavior. These role play exercises are simple, straight-forward practice sessions that take place throughout the course.

CLOSING

Review the main points of interest of the day, identify possible work-projects and preview day two.



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Workshop Agenda – DAY TWO

WELCOME

Delegation And Efficient Time Management

Delegates learn the benefits of effective delegation, ABC building blocks of effective delegation, when to use and not use delegation and discuss reasons why most managers delegate incorrectly or fail to delegate.

The Impact Of Pro-Active And Assertive Behavior

An interactive discussion of the manner in which pro-active and assertive behavior influences time management skills; how to become more assertive and understand what that means; and practicing assertiveness role play activities.

Common Professional Time-Wasters – Meetings

Excellent meetings save time, how to identify and influence effective meeting behavior.

LUNCH

Communicate Efficiently And Effectively Using Email

Methods to deal with common issues, tools and techniques to resolve email overload; develop and manage professional email etiquette, and methods to reduce email time-wasters.

Cultural Impact On Efficient Time Management

Delegates gain and understanding the influence of culture on time management; the importance of organization culture and cross-cultural influence on effective and efficient time management.

Identification Of IMPACT™ Project

Delegates are assigned to groups and asked to identify a project which will require the use of the new knowledge and information acquired during the workshop. This will allow the delegates to transfer the new knowledge into skills and effective work habits.

CLOSING

Review the main points of interest for the course, deliver course administration such as: evaluation, action plan and deliver delegate certificates.

Do You Have Specific Requirements?

Tailoring For In-Company Delivery

We can run this workshop as a one, two or three day event. We can also adapt the content to meet your specific training objectives.

For more information about our In-Company specialized workshop services, email us at info@innesskirk.com to discuss your specific requirements further.



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