

Q How can I get the most out of my working day?

Your frustrations

*Balancing job demands with available time
Being more productive without working longer hours
Learning techniques to build personal effectiveness
Managing the demands of others*

Time Management for Managers

Make life more productive for you and your people

Managing time is one of the cornerstones of personal success. The ability to handle pressure, interruptions and the demands of other people is the key to becoming more effective and using your time where it counts. Add to that the need for making meetings work and delegating effectively and you have a special training need requiring a special course. Through practical discussion, questionnaires, videos and self evaluation exercises, you will learn a powerful range of techniques for personal planning which will help everybody work more effectively under pressure - and get results.

You will learn

- The TACK Time Management Programme - principles, practices and techniques
- How to identify your key goals and critical activities
- How to spend your time doing the right things
- Using task lists for self organisation
- How to handle paperwork
- How to manage new technology and communication
- How to plan and prioritise
- How to plan busy days using a Daily Action Plan
- How to survive interruptions and work under pressure
- How to say 'No' and get away with it
- How to run effective meetings
- How to delegate effectively
- The importance of investing time now to save time in the future

Who will benefit?

Literally everyone who needs to be productive and effective in their working life will gain benefit from this course. All managers should attend as a matter of course.

Programme high points

- Practical tools that work
- Being able to balance work and personal life
- Feeling that you're achieving what really matters

All TACK courses are highly interactive and are run under licence from TACK Training Worldwide Ltd

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