



Time Management

Overview

Participants will explore ways to develop and use processes and tools to maximize efficiency, effectiveness and productivity.

Target Audience

Frontline employees

Learning Objectives

By the end of the workshop, participants will be able to:

- Set priorities in the workplace
- Identify behaviors and habits that prevent effective time management
- Manage email, procrastination, and interruptions.

Competencies

- Self-Management

Course Content

- Participants will use a self-assessment, and interactive activities to learn strategies to better manage their time.

Who Needs to Take This Course?

- Do you feel overwhelmed with the commitments and responsibilities of your job?
- Do you find that you often procrastinate to get your assignments completed?

Format / Length of Course

Format: Instructor led.

Length: 4 hours

Required

None

Prerequisites

None

Related Workshops

- Project Management

Pre-Work Required?

None

Manager Actions Required

Pre-Class:

- Talk with your employee about strengths and developmental opportunities related to the competencies.
- Relate the information from the course to their job specific responsibilities.
- Ask the employee how they believe they will benefit from the workshop.

Post-Class Support:

- Have a discussion with the employee about their impression of the workshop.
- Help the employee identify situations where they can apply the course content.
- Give the employee feedback about how they are demonstrating the behaviors.