

When there aren't Enough Hours in the Day

1 Day TMD

OVERVIEW

This one day conference will offer your people some great tools and techniques to not only manage themselves but manage others, who seem to take control of their day. It will give them an understanding of how pressure can easily turn to stress and how effective delegation can not only motivate others but give them some valuable time to concentrate on their priorities.

TOPICS COVERED

Planning and prioritising tools to help you manage yourself

- Prioritising effectively when everything is urgent
- Systems and planning tools to help you organise your time
- Proactivity to stop fire fighting

Trusting techniques to help you manage the expectations of others

- Making requests of others confidently and assertively
- Managing interruptions without damaging relationships
- Saying 'No' to achieve a win/win

Release the pressure to avoid the stress

- Recognising the signs and causes of stress
- Stress and behaviour patterns
- Strategies for dealing with stress positively

Effective delegation

- Benefits of delegating
- Identifying the difference between dumping, allocating and delegating
- The delegation process

EXTRA NOTES

An equivalent course is available in Arabic. Please call us for details.