Bitesize – Focus on Time

Objectives

A 2-3 hour programme to ensure managers develop the ability to know what to do to achieve outstanding results, to develop managers to identify business and busyness, to ensure that everything a manager does adds something to the business development.

What is it about and what will it do?

A quick fire learning workshop which is great value, intensive and full of high energy! It will get people aware, up and running faster, provide reminders for the 'old' hands and is a way of delivering up beat bullet point learning.

Who is it for?

Managers who want ways to improve or refresh their approach to maximising the time available to achieve outstanding positive results.

Outline content

- Attitudes to time
- Structuring workload
- Time planning and scheduling
- Prioritising and delegating
- Handling time stealers