



Manage your Time Effectively

Details

Duration: 1 Day

Region & Dates

Dublin: Apr 21, 2020

Dublin: Sep 7, 2020

Time:

9.30 am– 5.00 pm

Venue:

Ibec
84-86 Lower Baggot Street
Dublin 2

Cost:

Ibec member: €385

Non-member rate: €425

Programme Overview:

This programme is designed to give participants a range of practical skills that will make an immediate impact when managing priorities and goals at work. Participants will gain the skills to take control of their time and how goals are achieved at work.

Programme Outcomes:

On completion of this programme, participants will be able to:

- Know the principles of effective and practical time management systems and tools
- Ensure business goals become part of a daily “to do” list
- Manage “time wasters” and “time stealers”
- Gain confidence in taking control
- Say ‘No’ when appropriate

Approach:

The programme runs over a single day. There are a number of activities and case studies as part of the course to ensure that the key knowledge and skills are practiced.

The programme is delivered by experienced Ibec Executives who provide members with advice, consultancy and training on a daily basis. Programme participants are encouraged to express their views and experiences. The programme facilitates participant discussion to ensure a thorough understanding of the key points and their application. Real life case studies and exercises will be used to ensure a real practical understanding of each topic.

Who Should Attend?

Executives, Officers, Managers, Coordinators and Supervisors for who effective time management is an essential component of their roles and responsibilities.



Programme Schedule:

Morning

- What are the key organisational goals?
- How do these translate to everyday personal goals?
- A practical time management system that works
- Key result areas

Afternoon

- Time management as a compass not clock
- Assertiveness and saying 'no'
- Delegation- letting go
- Being ruthless with time, gracious with people
- Taking back control

Contact:

For further information,
please contact
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What you said:

“Very valuable programme with lots of tips and helpful advice on how to be more effective”

Clare Ruddy, European Refreshments