

## ***Managing Time and Delegation Skills***

**'It is not time which needs to be managed,  
it is ourselves.'**

### **Learning Objectives:**

Realistic objective setting, multi-tasking, action planning, delegation skills and realistic timescales are just some of the abilities required to manage the 'workspace' effectively.

Upon completion of this programme, participants will be able to

- Recognise the strengths & weakness of their own time management style
- Effectively set priorities and action plans
- Efficiently manage task activity, time bandits, meetings and cross functional groups (as required)
- Immediately implement time management strategies

### **Course Content:**

- Time Usage Analysis
  - Current time management style
  - Identifying time wasters
  - The Pareto Principle
- Objective Setting
  - Realistic Goal Setting
  - Long vs Short-term objectives
  - Benefits of reviewing goals
- Prioritising
  - The 'To Do' list
  - Team versus individual priorities

---

Accel is an initiative of the Department of Enterprise, Trade & Employment and is managed by Skillnets SERVICES Ltd.

- Reacting & Adapting to change
- Planning
  - Plan using objectives & priorities
  - Applying realistic time scales
  - Multi task planning
  - 'Road Maps' & Action Plans
  - Assigning tasks & effective delegation
- Scheduling
  - Cross functional projects
  - Efficient meetings
  - The Contingency Factor
- The People Factor
  - Dealing with interruptions
  - Managing upwards & downwards
  - The Holiday Syndrome
- Time Management Tools
  - Time efficient technology
  - Avoid 're-inventing the wheel'
  - Managing your workspace
  - 'Two heads are better than One'
- Stress Management
  - The Causes and Effects of stress
  - The Burnout Scale
  - Resources to avoid stress
  - The Self Nurturing system
  - Optimum Work-Life Balance

**Programme Facilitator: Optimum Training Ltd**

---

Accel is an initiative of the Department of Enterprise, Trade & Employment and is managed by Skillnets SERVICES Ltd.