

TRAINING COURSE OUTLINE – Local Enterprise Office Wicklow

Course Title:	Time Management
Course Duration:	One full day
Dates:	Tuesday 16 th May 2017
Venue:	Wicklow County Campus, Rathnew, Co.Wicklow
Cost:	€50
Trainer 's Name:	Terry Harmer
Training Company (if applicable):	NLC Training
Qualifications and Background of delivering Trainer:	Terry Harmer is a Member of the Institute of Training & Development (MIITD), a Fellow of the Sales Institute of Ireland, (FSII), a Member of the Marketing Institute of Ireland, (MMII) a Licensed Practitioner of NLP, (NLP Prac.), holds a BSc. In Business Administration, and a Certificate in Training & Continuing Education, training on training evaluation and transfer of skills to the workplace. After a period of four years, from 1973 to 1977 working in a family furniture business, Terry entered the insurance industry, and built a career (from Salesman to General Manager) on strengths in training and development, people management and leadership skills. In 1991, he formed NLC, and specialises in designing and implementing training programmes and modules modelled on world class companies, using best practice initiatives, to train Sales, Customer Service, Communications, Teambuilding, Leadership, and People Management. He trains City & Guilds and FETAC and short training programmes for a number of Skillnets since 2000. Terry is on the Enterprise Ireland Mentor panel.
Course Objectives & Outline Syllabus:	<p>This course will offer owner managers and key staff of County Wicklow based SMEs, sound advice and evidence based skills to increase their productivity and achieve a better work-life balance through tried and tested time management techniques in the workplace.</p> <p>Course Objectives: <i>At the end of this training participants will be able to:</i></p> <p><i>Eliminate time wasting</i> <i>Learn how to prioritise work,</i></p> <p><i>Work more efficiently and effectively</i> <i>Understand how to use calendars & planners</i></p> <p><i>Prioritise their tasks by both urgency & Importance</i> <i>Avoid taking on other people's work</i></p> <p><i>Install a "pending work" management system</i> <i>Manage interactions and communication reducing or eliminating unwanted interruptions</i></p>

Log and analyse their personal use of time
Develop an interruption elimination system

The Strangest Secret (*Goal setting*)
S.M.A.R.T. Goals & The Goal Setting Mechanism
An 8 steps strategy to achieve any goal

“The Richest Man in Babylon” (*money management*)
RAG Time, (*freeing up time for high value tasks & making time for everyone*)

How to use Calendars & planners (*Rules for successful planning*)
The Work / Life Balance

Managing Monkeys (deciding what to take on and when to say No)
Cooperative Assertion (*how to say No and maintain good relationships*)

Efficiency v's effectiveness
(*what they mean, and where to apply them*)
The 7 Habits of Highly effective people (**Covey**)
The Time management matrix (*Urgent & Important*)
The 10 day look up file

4 Prioritising systems
ABC's / The To do Matrix / GUI scoring / Negative consequences

Assessing Work Patterns / Completing The Job Log (*daily time log*)
Discovering and capitalising on your most productive time
Plotting your time performance graph

Restructuring your day
Re-scheduling work

Planning & Running Effective Meetings
Meeting manoeuvres

The Interruptions Log
101 Time management Tips

Mists of Time Exercise
4 stages of Learning - Breaking Old Habits Changing Behaviour

Follow through Action Plans

<p>Training Methodology:</p>	<p>Attending a training session should be educational, motivational and interesting, but the true test of training isn't what happens in the training room, but what the participants do with the knowledge when they get back to the work place.</p> <p>So the trainer challenges each participant with these questions, at the outset of the training:</p> <p><i>What do I want to get from the session today?</i> <i>What are my issues or challenges?</i></p> <p>And at the close we ask:</p> <p><i>What am I going to do differently as a result of attending this seminar?</i> <i>What principles, ideas or techniques have I recognised, and learned?</i> <i>What do they mean to me?</i> <i>How will I use them?</i> <i>When am I going to start?</i></p> <p>Our training sessions are lively, challenging and fun. We create an environment that facilitates, "brain friendly learning". An interactive approach will be employed throughout and participants will be expected to engage in discussions, exercises, learning games and work groups. We will support this information with practical examples, presentation, role- play, scenarios, work group sessions, demonstrations, Q&A interaction, use of templates & case studies to reinforce learning.</p>
<p>How to Book:</p>	<p>Book and pay online at: www.localenterprise.ie/wicklow</p> <p>Direct link to this course: www.localenterprise.ie/Wicklow/Training-Events/Online-Bookings/</p> <p>If you wish to pay by cash/cheque please call Tamara on 0404 30800</p>