



Corporate
Coach Group

Time Management

One Day Training Course Proposal



Get in touch

[CorporateCoachGroup.com](https://www.corporatecoachgroup.com)

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Introduction - The Need for Training

Time Management training is no longer a luxury—it is a survival necessity.

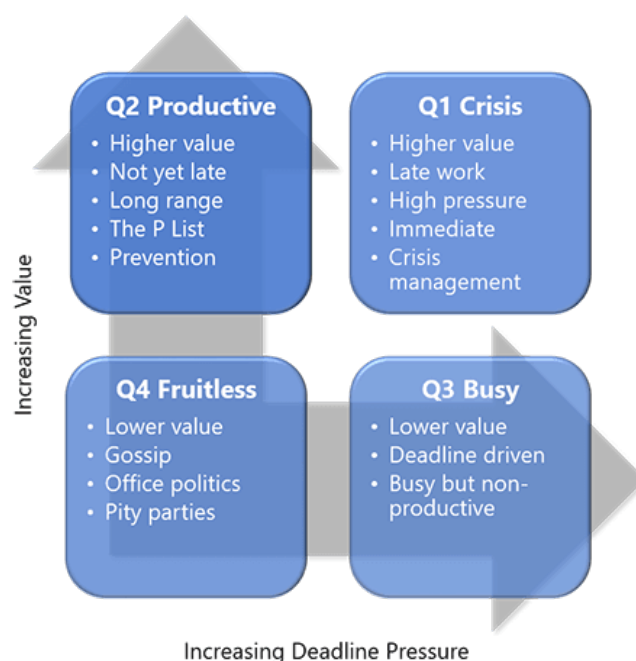
We are living in a hostile and ever-changing economic environment. To survive and progress, organisations must maximise efficiency and productivity, which is best achieved by ensuring that team leaders and managers are well trained.

Currently, some team leaders are not as effective as they could be because they are not sufficiently well trained. As a result, they make mistakes, leading to hidden costs your organisation can no longer afford to carry.

Our Time Management training is the most cost-effective way to improve productivity because teams perform only as well as their leaders and managers. If we improve the performance of leaders and managers through training, the performance of the whole team improves.

This course is designed to improve organisational efficiency and productivity while cutting the costs of poor communication, mishandling conflicts, and weak prioritisation and delegation skills.

In a challenging economic environment, time management training is essential for survival.





Time Management Training Course Overview

On this course we cover the logical elements of good time management, as well as the emotional elements.

We start by making the distinction between two parts of the human mind, logic and emotion.

Sometimes the two parts of your brain are at odds with each other: You know logically that you should do something, but emotionally you don't want to do it. Then what do you do?

Poor time managers do things only when they are "in the mood". Good Time Managers do what they know they should do.

Time management is about *managing yourself* and doing the right thing, at the right time. Time management is about applying *logic to life*.

That means, you apply the principles of Purpose, Planning, Prioritization, Preparation, Problem solving and Delegation.

Your goal is to get *Maximum value in the minimum time*.

We discuss the emotional elements of time management in the second part of this course.

The amount of work you do is influenced by how you feel. If you feel motivated, then you'll do more.

Therefore, you need to know how to motivate yourself and others, in order to follow the plans that you learn in the first part of this course.

Learning Outcomes for the Time Management Course

- Learn cutting-edge time management techniques to make more progress, in less time
- Eliminate "Busy but non-productive days"
- Use 8 PART SMART to achieve more in less time
- Prioritise tasks into their most logical order; maximise your efficiency
- Discover the most common time management mistakes and how to fix them
- How to delegate the right task, to the right person, at the right time
- How to beat procrastination and get the best from yourself and others



Training Price / Investment

We offer this training in three flexible formats:

- 1. In-House Training:** We can deliver the course at your workplace, making it convenient for you and your team.
- 2. Live Online Training:** Using our advanced green screen technology, we provide highly interactive virtual sessions.
- 3. Open Courses:** Your team can join one of our scheduled open courses.

- 1. In-House Training:** £2,250 +VAT per training day.
(To get the best from this training we recommend a maximum of 16 delegates).
Plus, travel and hotel accommodation for trainer, (Premier Inn type).
- 2. Live Online Training:** £1,800 +VAT per training day.
(To get the best from this training we recommend a maximum of 16 delegates).
- 3. Open Courses:** £500 +VAT per delegate for the one-day course.

All our training includes:

- Quality training delivered by an *experienced* trainer.
- Full course training workbooks.
- Training certificate.
- Access to additional free training material after the course via our post-course portal.
- **3 months free telephone coaching:**
Whilst you are implementing what you have learned, if you need to, you can contact us for support and guidance.

If you have any questions or would like to book, please contact us:

Email: Lindsey@CorporateCoachGroup.com

Tel: +44 (0) 1452 856091

If you want a full detailed description of the course content, please read on.



AM Session

What is time management training?

Time management training is designed to show you how you can make the maximum progress in the minimum time, money and effort. Time management is about increasing your efficiency by eliminating any bad habits and replacing them with good techniques.

Time Management Prioritisation Grid

You can judge any task against two major criteria:

1. The value of the task
2. The deadline pressure of the task

These two criteria help us to build the time management grid.

The Time Management Grid Generates Four Types of Activity

- High value, late work - Q1 Crisis
- High value, not yet late - Q2 Productive
- Occupied, but not productive - Q3 Busy Zone
- Low value, waste of time - Q4 Fruitless Zone

Many people spend their time working in Q3 busy-work – this is bad time management because they fail to do enough Q2 productive work and they sow the seeds for a fresh crop of Q1 crises.

You will learn how to avoid busy work and spend more time in productive work.





What are the key time Management skills?

It is a strange coincidence that many of the key time management skills all begin with the letter P:

Planning, preparation, prioritisation, prevention, practice, perfecting, protocols. etc.

Other time management principles are delegation, handling interruptions, positive motivation, energy and recuperation.

What are my bad time management habits?

We will identify the distractions that take you from the P-List activities.

We call this the time management SOS: Self, Others, Systems.

1. Self: Your own bad habits
2. Other people
3. Systems: Inefficient work systems

Eliminate poor time management habits and replace them with good time management skills.

Time Management Skills Questionnaire

We will give you a fun time management quiz, that will tease out any bad habits that you or your colleagues may have. Then we will ask you to work out how you can change your habits, or limit the damage.



Prioritisation and Decision Making

Prioritisation is the key skill of good time management.

Because you cannot do everything simultaneously, you must prioritise your tasks.

Prioritisation Method

A time management prioritisation tool, which will enable you to properly prioritise your tasks:

- On paper
- On computer and
- Via an app on your mobile

Decision Making

Your effectiveness ultimately depends on your ability to make the right decision and solve your problems. There are five types of decisions you must master:

1. Prioritisation by value
2. Prioritisation by logical sequence
3. Yes or no decisions
4. Which one, What kind decisions
5. Problem – Cause – Solution analysis



What are good reasons to delegate tasks?

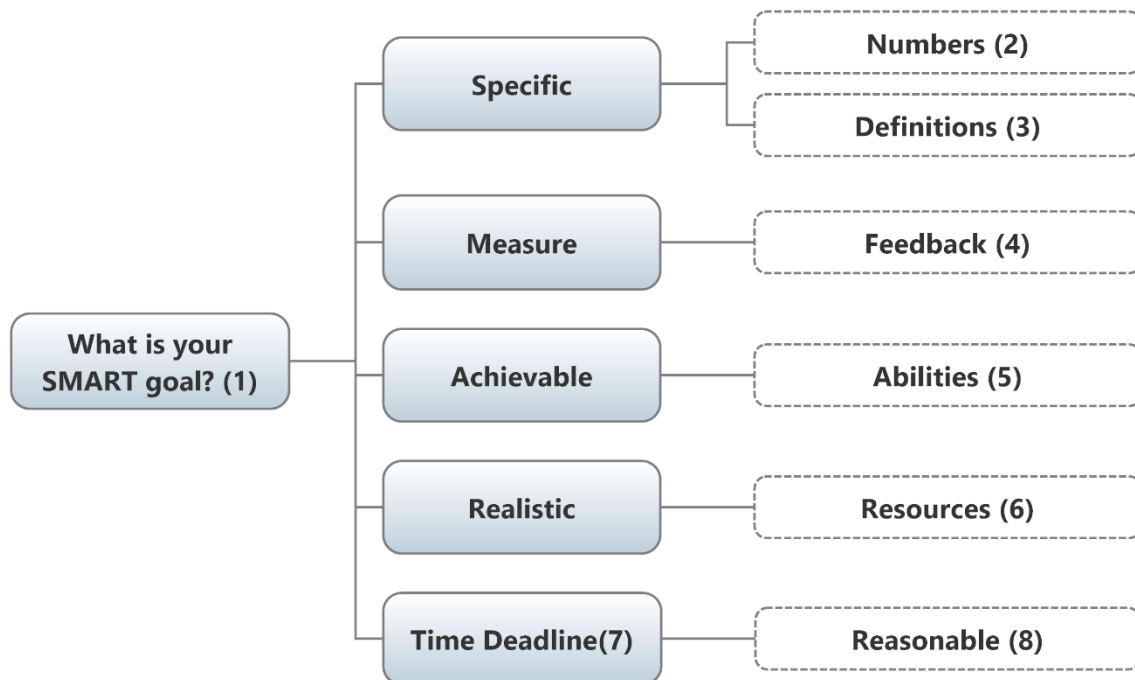
Definition: Delegation - The act of entrusting a task to another

Reasons to delegate:

1. Delegation frees you up for other work
2. Delegation as a form of training
3. Delegation ensures maximum productivity from the team
4. Delegation helps you to balance the load
5. Delegation can reduce your stress levels, if done correctly



SMART Targets as a Delegation Tool



How to delegate:

Use 8-Part SMART.

Eight questions that need to be answered in order to properly delegate a task.

Why some people are afraid to delegate

A discussion on the excuses people use to avoid delegating.

Delegate the right task, to the right person, for the right reasons

Handling Distractions and Interruptions

Distractions and interruptions are one of life's biggest time stealers.

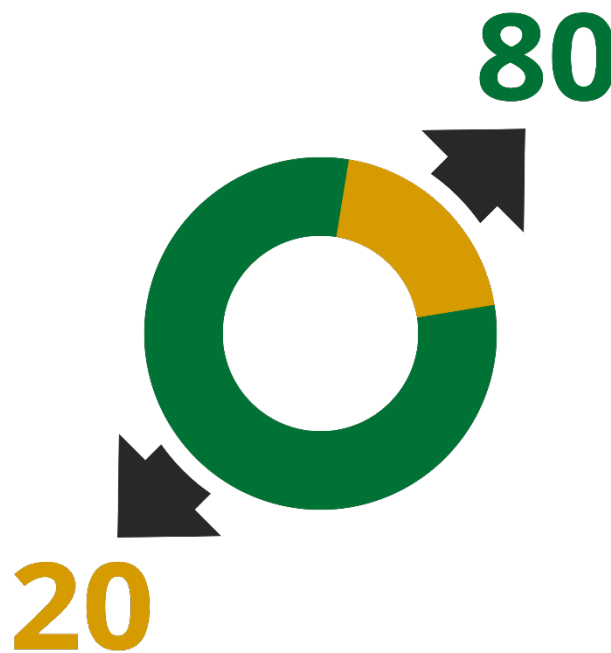
Find out how to interrupt the interrupter, to gain the maximum value in the minimum time.



Apply the Pareto principle, 80–20 rule, to time management

The Pareto principle says that about 80 percent of the value of the whole is contained in about 20% of its parts.

That means that many things don't add much value, and a smaller number of things add massive value. The trick to life is to eliminate the unproductive 80% and focus down on the smaller number of high value activities.



How to manage emails more effectively

Emails can both help and hinder your progress - we will look at how you can manage your messages

How to put time management theory into practice

Have you heard the phrase, “knowledge is power”?

Actually, knowledge empowers you ONLY IF you apply it.

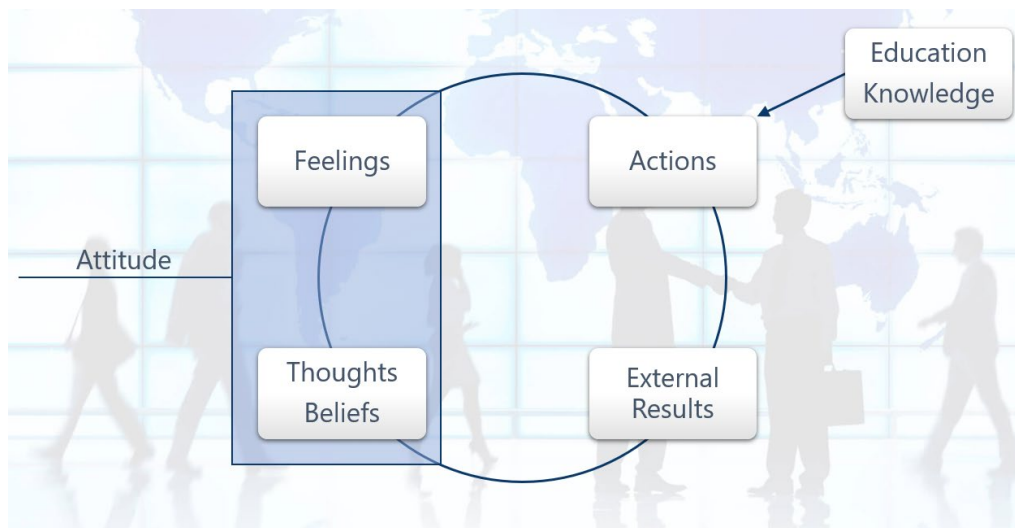
You have learned some powerful time management techniques, so we will ask you, which ones are you definitely going to apply?



PM Session

Personal Effectiveness Training

Definition: Personal effectiveness is a measure of your ability to achieve the maximum progress in the minimum time, money and effort. It is the result of a productive state of mind, combined with an effective set of actions.



Productive State of Mind

Your effectiveness has an emotional component.

We will examine how your productivity is affected by your emotions and how your emotions are affected by your mindset.

How your physical health affects personal effectiveness

"A healthy mind in a healthy body"

Keeping your body healthy with exercise is essential to keeping your mind in a positive state.

How to improve your energy levels and health habits.

How to maintain a positive mental attitude

We will examine the role of worry, stress, fear, anger, upset, and how it negatively affects productivity.

We will examine how higher levels of confidence, optimism and happiness positively affects output.

Master the art of conversation control

Keep office conversations on productive, rather than non-productive, topics.

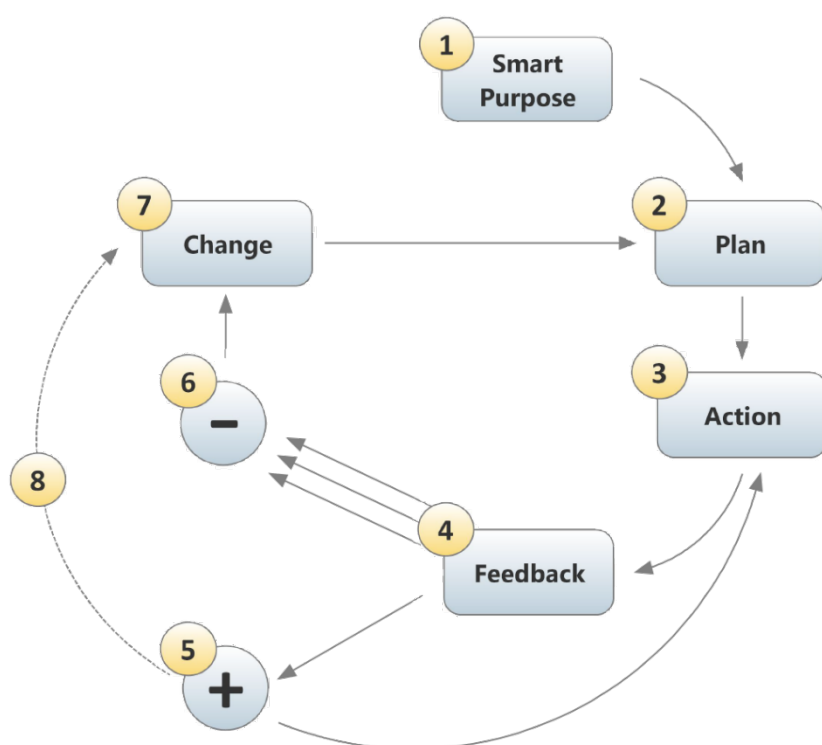
In your place of work, how much time is wasted in negative, go-nowhere conversations?
We will help you to refocus office conversations onto productive topics.

The Continuous Improvement Cycle

All successful action is the application of a simple five-part cycle:
Purpose, plan, action, feedback, change.

The Success Formula

1. Purpose: Set the goal
2. Plan: Formulate your best plan in writing
3. Action: Take decisive action
4. Feedback: Gather and evaluate the feedback, both positive and negative
5. Change: Make progress by continually adapting and evolving. Recognise that the success formula is a continuous process



Putting the success formula into practice

The success formula has a series of eight questions which you ask and answer every day.



Feedback: the breakfast of champions

Feedback comes in two varieties: Positive and negative.

- Most people like positive feedback
- Most people hate negative feedback

We will help you to make better use of both types of feedback.

We use feedback by *learning from setbacks* and to always come back stronger with an improved plan.

How to make the future better than the past.

The future is not set. It is based upon what we do today. The quality of our future tomorrow, can be no better than the quality of our actions, today.

Our actions are based upon both our logical methods, and emotional feelings.

We will ask you how you will apply the information learned on this course, to ensure that the future is better than the past.



Customer Reviews (face to face)

The course content was brilliant. The information was presented clearly, making it easy to follow and understand. The content is directly applicable to real scenarios I find myself in every day.

The instructor, Chris demonstrated good knowledge and expertise in their fields, enriching the learning experience. As mentioned, Chris demonstrated good knowledge and expertise.

Chris was engaging throughout.

Owen Scully – Expert Property Group

I really enjoyed the course, so many different modules covered that I will find useful in my professional life. Great content, the modules on communication and conflict in particular were insightful and structured. Chris, the trainer, was approachable, clear and concise. I would highly recommend him as a trainer. He was committed to making sure we received the full training. Easy to understand and knowledgeable.

Kaya Mesnard – Wemoto Ltd

Great content. Really interesting and I found all of it beneficial for use in both the workplace and the outside world. Most useful to be given tools to use for all of the theories to put into practice. Trainer (Chris) engaged with his own material, demonstrated his own use of the knowledge he was imparting, great speed (not too quick), kept interest throughout and made it easy to take on board. Excellent trainer.

Donna Quelch – RES Group

The professional development and productivity sections of the course were equally insightful. The simple plans and processes are easy to understand and presented very well. I look forward to putting these into practice within my role. Both Chris and Marco delivered the course material seamlessly. They obviously have a passion for training and the knowledge and experience they both share was well received and extremely beneficial. The use of the white board was a great addition. Too many training providers rely on their slide content only to drive the course forward, which can, in my experience allow the mind to wander. The presentation remained engaging throughout.

James Topping – Apex Partners

The course was extremely helpful, I really enjoyed the whole content. I found particularly helpful and will implement in my day to day work: Conflict management – rational objective language; 8 Part SMART questions; Time management matrix. Chris' presentation was very informative, polite and friendly; very knowledgeable. Chris did not lose momentum or seem to lag or become tired during the two days.

Misbah Nareen – Carbogen Amcis Ltd



Customer Reviews (live online)

The course content was outstanding. Each topic was presented in a logical sequence, building effectively on the previous one. I encountered some impressive models that were entirely new to me, as well as some familiar ones that were presented with fresh perspectives, prompting deeper reflection.

The presentation was excellent, with everything clearly visible and easy to grasp. The presenter's skills were exceptional—important information was effectively reiterated, connections were made seamlessly, and the use of hand gestures and clear speech enhanced the delivery. This is the best course I have attended.

I had never seen a green screen used in a training course before, and it was truly impressive. It immediately caught my attention as a unique approach. Watching the board being written on in real-time was nothing short of genius.

Jay Wyke – Tradebyte

Fantastic course content. Learnt an awful lot I had not previously considered. In particular the 'WhatsNext' for prioritisation, such a simple process to prioritise tasks. Both Marco and Chris were fantastic. I was dubious about joining a virtual training course; however, it exceeded my expectations! Both were informative, friendly and could tell both were passionate about the training they provided. I really liked how the technology used to deliver the course was used. I was unsure how this course would work virtually but really enjoyed it and I learnt a lot due to the layout and presentations on Teams.

Christopher Barrett – Market Dojo

The Course was really good with lots of lessons and techniques which will help me with my development. The way the techniques were taught meant it was easy to understand and pick up. The notes provided are good for future reference. I have already had to use several of the techniques we learnt which I would not have known how to handle certain situations before I attended the course. Chris was polite, very approachable and informative, he engaged with us and included us as more of an open discussion type of training, which is how I personally learn best.

I couldn't have asked for more from the training, I got out of it exactly what I needed.

Victoria Elkin – County Broadband

This leadership and management course was phenomenal. To understand the basics of "Be clear, Be rational, Be positive" to understand not the 'But why' in the past 'But why' in the future. Delegate tasks and the emotion is a big factor. Not only does Chris (trainer) have an amazing voice, but he was fantastic. Opened my eyes in understanding the insight to management and went through points in detail with enthusiasm.

Djavan Silva – Hotcam TV

For additional feedback, video testimonials and list of companies that have benefited from our training programmes please [follow this link](#)