



# Corporate Coach Group

Training that transforms



Training Plan  
Time Management Training

## A Training Plan for Your Organisation

### What is the purpose of the training?

The purpose of the training is to initiate a process of rapid improvement, by means of achieving a shared understanding of the correct knowledge and skills that we need to employ, if we are to achieve our stated goals.

### Time Management Course Summary

This Time Management Training course is designed to help you make maximum progress, in minimum time. This Time management training course teaches a set of key skills including; prioritisation, planning, preparation, prevention, delegation, handling interruptions and goal setting.

Our Time management courses also have an important emotional component, because the amount of work that people do, is strongly affected by how they feel.

This ILM CPD accredited, one-day time management training course will help you with prioritisation and planning skills *and* give you motivation.

### 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

### Customer Review

“ Very informative training. Diagrams and plans will be very useful, as will the decision matrix in helping me to keep focused on my goals and maintain a positive mental attitude. The presenter was also extremely engaging, fast-paced but clear, good interaction and would definitely recommend this course to others.

*Mike Lockton  
FWJ Legal Limited*

## 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.

### Customer Review

“ The course content was very good. Logical order and relevant, with good mix of theory and practical, followed by exercises to cement learning. The trainer was very engaging, sound theory and knowledge, supported with relevant examples of life experience.

*Julie Everett  
IFDS Group*

## Time Management Training Course Details

### Morning 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"?

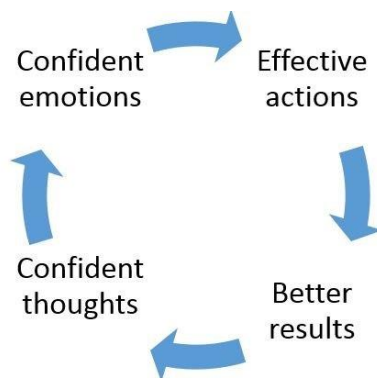
Actually, knowledge empowers you ONLY IF you apply it.

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

## Afternoon 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.



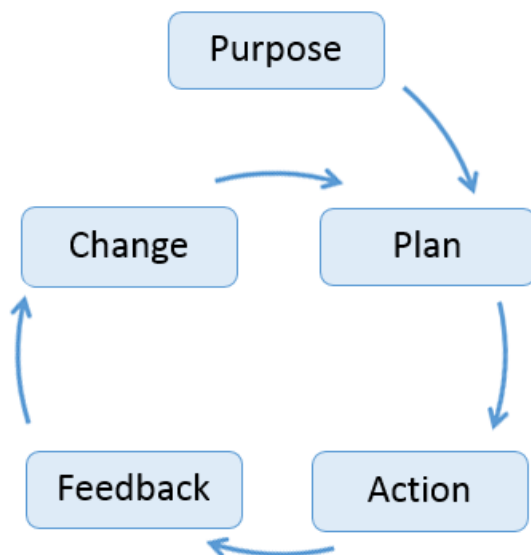
## Master the art of conversation control

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 Review

“ The course covered a lot of topics which were well explained, with good examples that kept all of the delegates engaged in the course right to the end. Lots of ideas that need to be applied to my day job. The trainer was able to control the delegates well. Many large and different personalities in the room so not an easy job. The use of the flip chart, projector and laptop was good. Overall a great day.

*Sue Durnall  
Acora*

## Training Costs / Investment

### Bespoke In-House or Live-Online Course

£2,150 + VAT per training day, (8 – 16 delegates)

Plus, travel and hotel accommodation for trainer if needed (Premier Inn type)

*International Price Varies*

In-House training has been designed to provide a similar experience to our open courses, however we can tailor the content to fit your specific needs.

We are able to train in your timezone.

### All our training includes:

- A full day of quality training, delivered by an experienced trainer
- Total of 6 CPD training hours (usually 9am - 4.30pm), plus an additional 2-3 via post-course online independent learning
- 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

### We suggest the following plan of action:

Please send to us:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts.
3. The next step you would like us to take.

Thank you.

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## Customer Reviews

“ The course content was very useful for my job role and the situation I am in at the moment at work. Actually, the course was helpful not just for my work, but also for my personal life. The trainer was very clear, kind and positive. It was great!

*Carine Vargas  
IMImobile*

“ This was just the right amount of content for the time available. Some useful models and practical strategies for better managing time and productivity. The trainer had excellent rapport and pace. A good amount of examples were given.

*Andrew Vickers  
Aston University*

“ The course content had very constructive ideas. I have learnt plenty in relation to managing my time, as well as my emotional well-being in work. The workbook was also informative. The trainer's presentation was great. Enjoyed the day.

*Suzanne Eastwood  
LDF Operations*

“ The course was very educational. Lots of information with clear objectives. I liked the course handbook as I can digest at home. The trainer presented very well, with good humour. Very clear views on positive attitude and time management.

*Alistair Mann  
Panztel*