Training Proposal
Time Management and Personal Effectiveness Training
What is the Purpose of Time Management Training?
The purpose of time management training is to increase your productivity by means of improved planning and self-organisation. You need to be more productive. You want to make more progress in less time and effort. You don’t want to have any “Busy but Non-productive days”.

Time Management Course Objectives
The objectives of this time management course are:

• To prioritise tasks into their correct order
• To learn the difference between “busy-work” and “productive-work”.
• To learn the time management matrix.
• How to prioritise using decision matrices.
• How to beat the three most common time wasters, (other people, own bad habits and inefficient systems).
• How to plan ahead more effectively.
• How to handle interruptions.
• To apply the Pareto principle (80/20 Rule) to time management issues.
• In any activity, how to find the point of diminishing returns.
• How to maximise your personal effectiveness.
• How to say “no” to time wasters.
• How to delegate the right task to the right person in the right way.
• Develop your ability to get more done in less time.
• Develop your powers of personal initiative and beat procrastination.
• Develop a positive mental attitude and create a productive office atmosphere.
• Develop your own individualised plan of action.

Summary of reasons for doing the course:
“Some people in our organisation are saying that there is not enough time to do everything. Yet at the same time, it is obvious that some work habits are NOT examples of great time management. We are probably not working at our maximum-possible effectiveness. So we thought it would be a good idea to do a good, practical time management course. We would like our people to be thinking carefully about how they can develop their time management and personal effectiveness skills.”

How many people are doing the training?
Numbers of staff to be trained: are to be confirmed.

When will the training take place?
To be arranged.

Where is the training location?
In-house or an Open Course

What is the content of the course? The content of the course is set out as follows
Course Content

**AM - Time Management Training**

The Time Management course starts by asking this question:

*How can we get the best performance from ourselves and others?*

One answer to the above question is: *Learn to manage your time by means of proper planning, prioritisation, preparation and delegation.*

The basic distinction is to judge all tasks according to their inherent value and their deadline pressure?

These two key indicators allow us to build this time management matrix:

![Time Management Matrix Diagram](image-url)
Most people spend their time working in Q1 crisis and Q3 busy-work, chasing their tight deadlines. They fail to do enough Q2 planning and prep-work; thus they sow the seeds for a fresh crop of Q1 crises. This process becomes a self-reinforcing, negative cycle.

**Use the Cardinal principles of time management are “value” and “deadline pressure”**
1. Q1 Crisis – High value, late work.
2. Q2 Productive – High value, NOT yet late work. This is your target zone
3. Q3 Busy – Lower value, deadline driven activity. This is your danger zone
4. Q4 Fruitless zone- Low value and not deadline driven. Waste of time or counterproductive.

**Distinguish between “Busy-work” and “Productive-work”**

**Handling the three time wasters.**

**SOS: Self, Others, Systems.**
1. Self: Your own bad habits
2. Other people’s bad habits
3. Systems: Poor or non-existent work systems

**Delegation**

**Why many people who should delegate - sometimes don’t.**
Four reasons why some people are afraid to delegate.

**Exercises:** Develop your skills by doing practical examples.

**Prioritisation** - Impose order on chaos.

Manage your priorities by means of a decision matrix.

Answer the question: What is the most valuable use of my time right now?

**Prioritisation Five different types of decision matrix for you to master.**
Manage your priorities by means of a decision matrix.

Answer the question: What is the most valuable use of my time right now?

1. Priority decision matrix 1: What is the most valuable use of my time right now?
2. Priority decision matrix 2: What is the most logical sequence?
3. Yes or No decision. (Should I? Or should I not?)
4. If yes, then which one, or what kind?
5. Problem - cause – solution, mapping?

**SMART targets**

Goals must be in the SMART format:

- **Specific** – whenever possible, use numbers to clarify the description.
- **Measured** – what key indicators will you track and measure?
- **Achievable** – does the person have the right skills, knowledge and information?
- **Realistic** – does the person have the resources: money, technology and people?
- **Time deadline** – is the deadline clear, reasonable?

**What are the advantages of using a structured approach to decision making?**
Manage interruptions by means of the 80/20 principle
1. The Pareto time management principle states that 80% of the value comes from 20% of the effort.
2. 80% of the value of the interruption will be in 20% or less of what they want to say.
3. Manage the interruption using the “Pareto question”.
4. Point of diminishing returns. More time invested does not necessarily translate to more progress.

How are you going to get the maximum benefit from any interruption?
In the minimum amount of time.
Without causing offence.

PM session – Personal effectiveness
Positive mental attitude training and how it affects tangible results
Your productivity is dependent on the quality of your actions.
The qualities of your actions are dependent, to a degree, on how you feel.
- If you feel motivated and strong, then you work well and are more productive.
- If you feel demotivated and weak, then you don’t work well and are not very productive.

Self-fulfilling prophecy. 
Attitude affects your results.
Thoughts create emotions, which lead to actions and results. Look at the diagram.

If you can manage how you feel, then you can improve your productivity.
If you cannot manage your own feelings, then you won’t be able to improve your productivity.

Conversation control.
Too much time is wasted in negative talk.
Manage the content of your conversation and direct it towards only positive outcomes.
Manage the content of your conversation and direct it away from excessive fear, anger and upset.

How to manage the conversation so that the office atmosphere is productive.

Your feelings affect your results because your feelings affect your actions,
1. Positive mental attitude. How it works.
2. Positive mental attitude Techniques.
3. Manage your own mind. (Do not allow your thoughts or language to be become destructive)

- How to manage your stress, mood and energy levels.
- How to manage the stress, mood and energy levels of the team.
The EDISON success formula
All success is based on a simple formula which can be memorised and put into practice.
1. Know your outcome
2. Formulate your best plan in writing
3. Take decisive action
4. Gather and evaluate the feedback. Both positive and negative
5. Make progress by continually adapting and evolving

Failure formula
1. Indecision or unclear targets
2. No written plan - wing it
3. Procrastination – put it off
4. Become disheartened in the face of setbacks and disappointments
5. Stand still. Do the same thing this year as you did last year

The value of “Negative Feedback”
1. The role of failure in success
2. Forms of negative feedback. Constructive and destructive
3. How to give and take constructive negative feedback

Final summary, Actions Feedback Close
The training is designed to comply exactly with your requirements:
Your organisation shall provide a fully equipped classroom for the entire duration of the training course

Corporate Coach Training shall prepare and supply all the course and teaching materials for the participants. – Yes

The expected number of your organisations participants per course is to be confirmed. -Yes

Corporate Coach Training shall make its own travel and accommodation arrangements. - Yes

Corporate Coach Training shall provide a detailed course proposal to meet the YOUR ORGANISATION requirements as stated - Yes

The proposed course structure shall clearly outline what topics would be covered on each day. -Yes
The method of training is as follows:
The training is to be:
• Delivered in an enthusiastic and interesting way that will involve all the delegates.
• Whilst being consistent with the plan, the training must be flexible and responsive to the needs of the individual delegate group.
• Highly practical, structured and organized.
• Allow enough time to be able to ask individual questions

Is it a lecture or more of an interactive workshop?
The training is very interactive and interesting
1. The trainer gives a clear explanation of the point in question with specific examples.
3. Then, the delegates practice by doing an exercise with each other.
4. The delegates practice by doing exercise with the trainer.
5. All points are supported with full written notes to take away.
6. Delegates are asked to write down an associated action, for each point made. At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful.
What are the costs / investments?

There are two options:

1. **Open Course**
   - One-day course: £450 + VAT per delegate.
   - Available throughout the UK, please see [dates and locations here](#).

2. **In-house Course**
   - Daily rate is £1,950 + VAT for up to 20 delegates.
   - Plus £80 for each additional delegate over 20.
   - Plus, hotel accommodation for trainer if needed (*Premier Inn type: not the Hilton!*)

The training days are inclusive of:
- Full days training
- Full course notes
- Written action plan to take away
- Audio download of the programme
- Access to our post course portal

Plus three months **FREE telephone coaching to answer any on-going questions**

To answer any on-going questions, you will also receive email and telephone support from your trainer, after you have attended the course.

**We suggest the following plan of action:**

Would you please send to me:
- 1. Any amendments or changes you wish to make to the programme.
- 2. The dates you wish to train
- 3. The next plan of action

**Thank you**

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A word from our previous delegates...

The course was very informative, with lots of thought provoking questions to think on after. The trainer’s presentation was well produced and slick. NO excess content.

Delegate: B Pain-Tolin
Company: BTCV

The course was very very good. The course was well structured and has provided me with an opportunity to reflect on how I can improve further in my role. The trainer’s was very focused, kept the course moving, related well to the group. Created non-threatening environment.

Delegate: M Ridout
Company: Sparsholt College Hampshire

The course content was very good, quick win early on kept my interest piqued. The presentation was very good, inspiring and animated.

Delegate: K Rhodes
Company: RAF Wittering

The course content was informative and well-constructed. The trainer presented very clearly and effectively. The presentation was very enjoyable.

Delegate: N Yemm
Company: Hulley & Kirkwood Consulting Engineers

The course content was great, really visual. The trainer’s presentation had lots of great detail and stories to illustrate each point.

Delegate: M Painter
Company: Lloyds Banking Group

I really enjoyed the breadth of what was covered today. The trainer’s presentation was very good and clear.

Delegate: S Windridge
Company: Prudential UK

The course content: Interesting and very broad content. We covered a lot of subject matter during the course. The trainer’s presentation was excellent, very clear and concise. Interesting and charismatic.

Delegate: E Inegbu
Company: Prudential UK
Excellent course that helped to bring new insight and reinforce and bring back concepts from many years ago. The trainer’s presentation was upbeat, positive and inspiring.

Delegate: M Judson
Company: JSP Ltd

The course content was comprehensive, eye-opening and informative. Excellent presentation, kept interest up and made the course come to life. Good real-world examples to inspire and inform.

Delegate: J Gibson
Company: Fuji Film

The course content was very detailed and interesting. The trainer’s presentation was good, with time for re-caps and questions.

Delegate: R Graham
Company: RAF Wittering

The course content was interesting, could be applied in business environment but also in general life. I like the wrong box / right box! The presentation was very dynamic and directive. Knowledgeable. Good use of examples which helps.

Delegate: S Chou
Company: JSPMLtd

The course content was excellent, extremely useful tools which I shall use with both students and staff. The presentation was very good, right mix of talk, discussion and activity.

Delegate: J Noble
Company: The Sittingbourne Community College

For additional feedback, video testimonials and list of companies that have benefited from our training programmes please follow this link.