

Workshop title: Time Management 2

Aim: To help managers make better use of their and others' time through effective delegation and meetings.

Designed for: Managers with responsibility for other staff.

Objectives: During the workshop, managers will

- learn when and how to delegate tasks and projects to others
- identify how to help staff manage their time effectively
- plan and prepare for meetings so time is used well
- understand the impact on effectiveness of chairing and / or participating in meetings

Method: The workshop will be highly participative, using discussion and exercises. Managers are encouraged to contribute from their own experience and learn from each other.

Length: One day

Content: Delegation

- * When is delegation not delegation?
- * Decide which tasks and projects can or should be delegated
- * Build up staff competence and confidence in preparation for delegation

Helping staff to manage their time

- * The difference between efficiency and effectiveness
- * Analyse how and when staff work at their best
- * Use time logs to identify areas for change or improvement

Meetings in preparation

- * Identify the purpose, format and membership of the meeting
- * Use planning skills to devise informative agendas and structure a meeting
- * Help others prepare to increase their effectiveness and efficiency

Meetings in action

- * The purpose and skills of chairing meetings
- * Structure information clearly, positively and logically
- * How to get the most out of discussions
- * Getting a meeting to make a decision