

Time Management and Delegation Skills

Duration: 1 Day

About the course

This course will help delegates manage their own time and the time of others. It will show leaders how effective delegation cannot only be efficient but also motivational.

Course Objectives

Delegates who attend this course will be better able to:

- manage their own time and the time of others
- prioritise own workload and understand the workload of others
- overcome obstacles where time is wasted
- delegate effectively and to the right people
- utilise new skills for effective planning, prioritisation and the management of personal workload
- manage workload in an organised and structured way

Who should attend?

Managers/supervisors/team leaders

Course content

- take control of your time
- identifying what is important and what is urgent
- using a step by step process to manage your time
- overcoming obstacles where time is wasted
- what is delegation and what are its benefits?
- which tasks can you delegate and which can you not?
- who can you delegate to and who should you avoid delegating to?
- how to delegate effectively