

Bio
Pharma
Chem

Skillnet,

Time Management & Personal Effectiveness



Delivered by:



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Increase your Personal Productivity

In increasingly frenetic Irish workplaces, time is a scarce asset. Tight deadlines, demands on time and never-ending streams of emails mean that people may often feel over-burdened and stressed out. This course aims to enable individuals to deal effectively with the problem of time-poverty while successfully achieving personal and organisational goals.

Who should attend?

This Time Management /Personal Effectiveness course is aimed at individuals who wish to:

- Maximise productivity at work
- Understand personal barriers to successful time management
- Successfully achieve personal and organisational goals
- Negotiate a better work-life balance

How will you learn?

You will learn through a mix of group work, discussion and learning activities.

The Programme

- Use best practice time management techniques
- Implement SMART goals
- Evaluate priorities and prioritise effectively
- Plan (and implement plans) successfully
- Delegate to achieve maximum benefit
- Manage projects effectively
- Learn to say 'no'
- Identify time bandits
- Eliminate time wasters
- Implement the Seven Habits of Highly Effective People (Covey)
- BE PROACTIVE – Anticipate and Plan
- BEGIN WITH THE END IN MIND – Set Clear Goals and Objectives
- PUT FIRST THINGS FIRST – Prioritise Activities
- UNDERSTAND AND BE UNDERSTOOD – Communicate and Listen
- SYNERGISE – Understand the Other Person's Position
- SEEK WIN-WIN – Find Balanced Solutions to Achieve Goals and Maintain Relationships
- SHARPEN THE SAW – Renew and Review – Seek Constant Improvements

This training is delivered on behalf of BioPharmaChem Skillnet by Irish Business Training Ltd. For further information please contact training@bpcskillnet.ie or phone 087 997 0848

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