

**COURSE
PROFILE:**

frontline kiwi



Organisation and Time Management

How can we squeeze more into each 24 hour day?! Time bandits are everywhere, leading to low performance and raised stress levels. Do you find that work builds up more quickly than you can handle it, and sometimes priorities are difficult to manage because of the sheer volume of work? In today's busy business environment it's important to learn the practical skills of time management and prioritising in order to reduce stress and become more effective.

Course benefits:

- ▶ Greater efficiency and better use of time
- ▶ More work done, and results achieved in the time available
- ▶ Lower levels of errors and complaints
- ▶ Increased productivity
- ▶ Increased staff confidence and lower stress
- ▶ Improved work/life balance for staff

**Learning
Outcomes:**

- ▶ Recognise your current patterns of time use at work
- ▶ Distinguish between plannable and reactive work
- ▶ Prioritise tasks according to their urgency and importance
- ▶ Schedule your work to allow for the unexpected
- ▶ Manage interruptions better and reduce time-wasters
- ▶ Identify your personal stressors and how to reduce them
- ▶ Understand your time management habits, and plan ways to change

Target Audience:

- ▶ Anyone in business who has a demanding workload and wants to be better organised.

Course features:

- ▶ This is a one day course plus a follow-up assignment reporting on the application of new skills and knowledge back at work.

Course Fee:

- ▶ \$300 per delegate, includes tuition, course materials, assignment marking and follow-up, plus GST.