

Residential Childcare Managers Courses

Time Management

Aims

To provide an opportunity for participants to identify strategies to manage workloads and enable more efficient use of their time

Learning outcomes

By the end of the course participants will:

- Have completed a time log and analysed how effectively they spend their time
- Be able to identify their own particular 'time wasters'
- Know how to master effective use of their paperwork and e-mails
- Understand how to apply the Pareto Principle to their workload
- Be able to apply Stephen Covey's 'Prioritising Quadrant' for improving their time management
- Have gained the necessary skills to handle unhelpful interruptions
- Have explored strategies that can be applied to reduce the habit of procrastinating
- Have gained and applied the necessary techniques of saying "no" to assist in managing workload and time

Duration

One day