

TIME MANAGEMENT SKILLS

(Non-Accredited)

Duration : Half Day

Delivery Method
Face-to-Face / Virtual / Blended



TIME MANAGEMENT SKILLS

OVERVIEW

This practical workshop equips team leaders, supervisors, and employees with essential time management techniques to improve productivity and efficiency in the workplace. Participants will learn how to prioritise tasks, plan effectively, manage deadlines, delegate responsibilities, communicate clearly, and create practical time-management plans. The programme focuses on helping individuals maximise their time, reduce wasted effort, and improve overall performance by applying proven time management principles in their daily work.

1. UNDERSTANDING THE VALUE OF TIME

- Why time is one of the most valuable business resources
- The impact of poor time management on performance and productivity
- Identifying common time-wasters in the workplace

2. PRIORITISATION AND PLANNING

- Distinguishing between important and urgent tasks
- Prioritising daily responsibilities effectively
- Planning workloads to meet business objectives and deadlines

3. MANAGING WORKLOADS AND DEADLINES

- Techniques for staying organised
- Balancing competing priorities
- Improving efficiency through structured planning

4. DELEGATION AND ACCOUNTABILITY

- Understanding when and how to delegate
- Matching tasks to the right people
- Following up to ensure accountability and completion

5. EFFECTIVE COMMUNICATION

- Communicating tasks clearly to avoid misunderstandings
- Setting clear expectations and timelines
- Reducing delays through effective workplace communication

6. CREATING A PERSONAL TIME MANAGEMENT PLAN

- Developing a practical daily and weekly planner
- Setting goals and tracking progress
- Building sustainable productivity habits

KEY OUTCOMES

Participants will gain practical tools to improve productivity, prioritise tasks effectively, manage deadlines, delegate appropriately, communicate expectations clearly, and reduce workplace stress through better workload management.