



TIME MANAGEMENT

EMD's Focus:

Formulating business strategy & plans

Organisational restructuring

Commercial awareness skills development

Commercialisation

Performance measurement & management

Project Management

Remuneration options

Process re-engineering and continuous improvement processes

Team based work units

Consultative and bargaining processes

360° feedback

Training and learning processes

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WHY TIME MANAGEMENT SKILLS?

With ever increasing pressure and workloads, it is vital that all employees are able to manage their time and task priorities in an effective and efficient manner.

This program focuses attention on the best ways to manage time and task priorities in order to increase productivity and efficiency and to achieve deadlines.

LEARNING OBJECTIVES

Ability to apply tools to better manage own time:

- Do a time audit report
- Analyse time management data
- Create an action plan

OUTCOMES

- More efficient use of time
- Better prioritising of tasks
- Unlearning habits that are time killers

CONTENT

- Time audit and analysis
- Habits and attitudes
- Time wasters
- Cause and effect
- Action plan
- Prioritising tasks

ACTION LEARNING

Participants will work through hands-on exercises to generate more awareness of what happens at work.

Simulation is used for participants to derive their key learnings in a non-threatening way.

DURATION

1/2-day program

WHO SHOULD ATTEND?

This program is for staff, supervisors and frontline managers who need to improve their time management skills.

WHAT NEXT?

If you are interested in more information about how EMD's Time Management Program can help improve results for your organisation, please give us a call on +61 2 8399 0011 and ask to speak to one of our consultants.

Alternatively, e-mail us at info@emdgroup.com.au

We can also give you references to other organisations, whose teams have benefited from going through the program.