

learning  
equals  
development

# EQV Course Outline



- Time Management in today's environment
- 1 Day

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# Time Management in today's environment (1 Day)

## Business Benefit

Time is the most precious commodity any individual or organisation has. This session aims to give delegates ideas of how to manage their time using various tools including Microsoft Outlook.

## Who Should Attend?

The course is aimed at anyone who needs an introduction to the basic ideas and practices of effective modern time management, including those managing other people.

## Learning Objectives

*By the end of this course you will be able to...*

- State the cost of failing to manage time effectively.
- List three of the main 'stealers of time'.
- Demonstrate methods for dealing with interruptions.
- How to handle email communication
- Demonstrate methods for planning the use of your time.
- Use Outlook To-Do Lists
- Understand the importance of delegation.
- Use Outlook Calendars to organise meetings
- Improve the time-effectiveness of meetings.

## Course Content

- Time – the most precious resource.
- Properties of time and the cost of failing to manage it effectively.
- The three most common 'time thieves'.
- Dealing with interruptions.
- Handling Emails - Prioritising
- Planning the use of your time.
- Outlook To-Do lists
- Delegation – why and how.
- Calendars – Appointments and Meeting requests
- Maximising the time-effectiveness of meetings.
- Time management tips.

**You may also be interested in**  
Effective Communication  
Assertiveness  
Goal Setting  
Microsoft Outlook User

Dates: 08 Jan • 26 Feb • 25 Mar • 23 Apr • 27 May  
25 Jun • 23 Jul • 25 Aug • 25 Sep • 26 Oct  
25 Nov • 21 Dec

Price: **£395**  
per person

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training coordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

## What Delegates Say about this course

*"Very useful-learnt a lot of new things to improve efficiency"*

*"10 out of 10. Great Job!"*

*"A lot of useful info, providing "food for thought" and tools to improve/progress"*

