workshop outline

effective

WHO & WHY ?

For anyone under time pressure who wants practical tools, tips and techniques to manage their time and competing priorities better.

Outcomes



Make the best use of the time you have available

Work productively and efficiently



Clarify priorities

Be more confident in managing time pressure and overload

Learning Approaches



core learning input



brainstorm



paired activities





reflection & consolidation



your questions (Q&A)



case work



action learning set

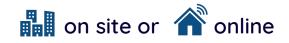
Content

- Case work: problems into solutions
- Top time management tips and techniques

Time & Priority

Management

- Setting then delivering priorities
- Case study: applying the learning
- Reflection and action planning



I really got a great deal from your training. It is the best CPD I've ever been to. It will also help me personally. Very inspired by your session.

> - Business Owner, Dublin

