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One Day Time Management Training

Do you ever have those times when you've been busy all day but you feel that you have not achieved what you need to?

Do you ever feel overwhelmed by the sheer volume of the work to be done?

Then, our time management-training course will help you.

Benefits of this time management course

Our time management-training course will help you to become:

- More productive but less busy
- More organised
- Less stressed

Time management course objectives

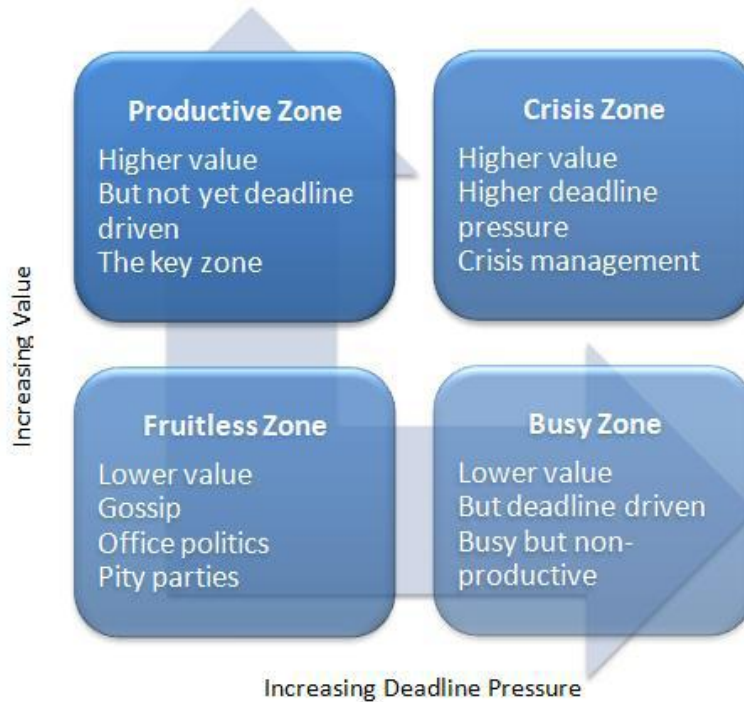
- To learn the difference between being "busy" and "productive"
- To learn the time management matrix
- To apply the Pareto principle (80/20 Rule) to time management issues
- How to prioritise using decision matrices
- How to beat the three most common time wasters
- How to plan ahead
- How to achieve work life balance
- How to handle interruptions
- How to minimise stress bought on by over work
- How to say "no" to time wasters
- How to delegate in the right way for the right reasons
- How to develop your own personal time management action plan



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Time management course agenda

1. Time management means operating according to your plan, not your mood
2. Your plan should reflect your priorities
3. Four types of work activity CRISIS, PRODUCTIVE, BUSY and FRUITLESS



4. Distinguish between being “busy” and being “productive”
5. Why many people are too “Busy” but still have relatively NON productive days
6. How to be more “productive” whilst being less busy
7. The what, why and how of effective delegation
8. How to handle interruptions
9. The Pareto principle: 80/ 20 rule and its application to time management.
10. The assumption of “The ONE in the MANY” and its application to time management
11. Fifty five time management tips (one liners)
12. Speed up meetings with the priority order decision matrix
13. “Yes or no” and “which one” decision matrix
14. Planning ahead
15. On saying NO to those who would waste your time
16. Summary / action planning / close

Summary and action planning



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The 'open course' training days are inclusive of:

- Full days training
- Teas/coffees
- Lunch
- Full colour course notes
- Written action plan to take away
- Audio download of the programme
- Access to the post course portal
- Plus three months FREE telephone coaching to answer any on-going questions

Plus 3 months free telephone coaching

To answer any on-going questions, you will also receive email and telephone support from your trainer after you has attended the course.

Whilst you are implementing what you have learned we will be there to help you if you need us for advice, guidance and coaching.

The method of training is as follows:

The training is to be:

- Delivered in an enthusiastic and interesting way that will involve all the delegates.
- Whilst being consistent with the plan, the training must be flexible and responsive to the needs of the individual delegate group.
- Highly practical, structured and organized.

The training method follows this general pattern:

1. The trainer, Chris Farmer, gives a clear explanation of the point in question.
2. Chris then demonstrates the principle and gives specific examples.
3. Then, the delegates practice by doing an exercise with each other
4. The delegates practice by doing exercise with the trainer.
5. All points are supported with full written notes to take away.
6. Delegates are asked to write down an associated action, for each point made.
7. (At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful).



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A word from our previous delegates...

The course content was stimulating. The trainer's presentation was very effective. Chris delivered difficult concepts with insight and humour.

*Delegate: C Jolly
Company: Greencore*

The course content was very comprehensive and covered relevant points. The trainer's presentation was interactive, informative and challenging.

*Delegate: W Graham
Company: Ikea*

The course I found very interesting, using models that I was not familiar with, different thought processes. The presentation was very professional, informative and interesting.

*Delegate: J Dickinson
Company: Riomay*

The course content was very useful, exactly what I was looking for. Encouraged thought and methods to take back to the work place. The trainers presentation was very clear, Chris not only delivers the training but stands behind his methods and believes in the content.

*Delegate: T Stuchfiled
Company: Primecare UK*

The course content was excellent, thought provoking and inspiring. The presentation was clear, concise, professional and relative.

*Delegate: J Walker
Company: Telus*

The course content was very good, informative and positive. No "Dull Moments".
The trainer's presentation was good – Well presented.

*Delegate: S Bent
Company: B+V Water Treatment*

The course was excellent. Interesting, thought provoking, very useable. I have already put different aspects of the course into practice. The trainer's presentation was Excellent. Thoroughly enjoyed each session and would like to come back for a refresher course. Very motivating and a very inspiring person.

*Delegate: K Hogarty-Hingsto
Company: Hartpury College*



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The course was very informative, with lots of thought provoking questions to think on after. The trainer's presentation was well produced and slick NO excess content.

*Delegate: B Pain-Tolin
Company: BTCV*

The course was very very good. The course was well structured and has provided me with an opportunity to reflect on how I can improve further in my role. The trainer's was very focused, kept the course moving, related well to the group. Created non-threatening environment.

*Delegate: M Ridout
Company: Sparsholt College Hampshire*

The course content was very good, quick win early on kept my interest piqued. The presentation was very good, inspiring and animated.

*Delegate: K Rhodes
Company: RAF Wittering*

The course content was informative and well-constructed. The trainer presented very clearly and effectively. The presentation was very enjoyable.

*Delegate: N Yemm
Company: Hulley & Kirkwood Consulting Engineers*

The course content was great, really visual. The trainer's presentation had lots of great detail and stories to illustrate each point.

*Delegate: M Painter
Company: Lloyds Banking Group*

I really enjoyed the breadth of what was covered today. The trainer's presentation was very good and clear.

*Delegate: S Windridge
Company: Prudential UK*

The course content: Interesting and very broad content. We covered a lot of subject matter during the course. The trainer's presentation was excellent, very clear and concise. Interesting and charismatic.

*Delegate: E Inegbu
Company: Prudential UK*

Excellent course that helped to bring new insight and reinforce and bring back concepts from many years ago. The trainer's presentation was upbeat, positive and inspiring.

*Delegate: M Judson
Company: JSP Ltd*



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The course content was comprehensive, eye-opening and informative. Excellent presentation, kept interest up and made the course come to life. Good real-world examples to inspire and inform.

*Delegate: J Gibson
Company: Fuji Film*

The course content was very detailed and interesting. The trainer's presentation was good, with time for re-caps and questions.

*Delegate: R Graham
Company: RAF Wittering*

The course content was interesting, could be applied in business environment but also in general life. I like the wrong box / right box! The presentation was very dynamic and directive. Knowledgeable. Good use of examples which helps.

*Delegate: S Chou
Company: JSPMLtd*

The course content was excellent, extremely useful tools which I shall use with both students and staff. The presentation was very good, Right mix of talk, discussion and activity.

*Delegate: J Noble
Company: The Sittingbourne Community College*