

## COURSE FACT SHEET:

# It's About Time

## How to achieve more – in less time and with less stress

### Are your staff putting in long hours but still not getting the job done?

Time – that precious resource that we all need more of. How to make the very best use of time, and how to pack more into it? Encourage your key staff to undertake this training and they will recognise the classic time wasters and learn to channel their energy into smarter work techniques.

It's About Time takes a pragmatic approach to the working day, showing how to avoid interruptions and time-wasting interactions, and how to ensure all the urgent and important tasks take precedence so that deadlines are met. Produced in association with GB Management Consultants, personal effectiveness experts, this Skill Boosters programme will focus your staff on solving the problems which prevent them contributing to the max.

### How this course will benefit your organisation

Having worked through the learning material employees will be able to organise themselves more effectively, concentrate on what matters most and produce the results you need. Not only will they then achieve a better work/life balance, but the organisation will benefit from a more focused workforce and improved productivity.



### Key learning outcomes

#### 'It's About Time: How to achieve more – in less time and with less stress' will help your staff understand:

- Distinguishing between urgent and important tasks
- Concentrating on high-value tasks
- Focusing on outcome not effort
- Using time with others well
- Managing interruptions effectively
- Banishing distractions
- Using email and other technologies more efficiently

Produced by Skill Boosters:



It's About Time has been developed by our leading in-house expert, Paul White. Paul has over 20 years' experience designing and producing training and learning material both at the BBC and at Skill Boosters.

“ I have undertaken time management training in the past, none of which has been as effective as It's About Time. ”

Phyl Edmonds  
Shropshire County Council  
Social Services



IAT-CFS-0807

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### Course details

#### Overview

This e-learning course or LIVE trainer-led workshop covers a comprehensive range of modules to develop more effective time management skills. Suitable for people in all parts of the organisation, it has been developed to help staff at any level including: foundation level employees, operational managers and staff, HR managers and trainers, and senior executives.

#### Course Content

'It's About Time' shows how to focus on what is important and urgent at the right time, and devote quality time to each task. Both content and structure have been designed to give your staff the knowledge and skills they need to manage their workload more effectively.

#### Course Outline

##### Time to Change

- The trouble with time
- Work/life balance
- Time thieves

##### Prioritising and Planning

- The difference between urgency and importance
- Planning
- Getting started

##### Organising Yourself

- Your workspace
- Mail, email and filing
- The telephone

##### Time for Others

- Dealing with interruptions
- Delegation
- Meetings

##### Assessment quiz

#### LIVE trainer-led

LIVE trainer-led workshops can be tailored to your specific needs.

#### What sets Skill Boosters apart?

- Our courses consist of credible and best practice learning content developed in partnership with leading subject matter experts
- We can blend subject matter and delivery methods in a unique way
- Our training solutions can be tailored to suit the needs of your staff and organisation
- We create innovative learning technologies to deliver inspiring and accessible training solutions
- Our background and expertise in television, multimedia and education enables us to create rich media-based training solutions which engage learners throughout their learning journey
- We offer a no-obligation 'try before you buy' service

“ This course demonstrates that e-learning can be a useful method of providing a solid foundation in time management techniques. ”

Training Journal



#### Delivery formats available

CD-ROM and Intranet with user booklet.

LIVE trainer-led workshops

#### Duration

120mins approx.

LIVE trainer-led workshops half day or one day

Please contact us for pricing options, special offers or to discuss a tailored model.



Organisations that have already invested in and reaped the benefits of this course: DVLA FOOD STANDARDS AGENCY MA  
PARTMENT FOR INTERNATIONAL DEVELOPMENTS FOOD STANDARDS AGENCY HM TREASURY KENT PROBATION SE  
ABINGDON AND WHITNEY COLLEGE CITY AND GUILDS REGENTS' COLLEGE UNIVERSITY OF GLOUCESTERSHIRE CIM  
MARKWICKSHIRE UNIVERSITY MANCHESTER CITY COUNCIL CHESHIRE FIRE SERVICE COUNTESS OF CHESTER HOSPITAL  
LE OF WIGHT COUNCIL READING BOROUGH COUNCIL ASHURSTS STROUD AND SWINDON BUILDING SOCIETY TESCO  
NORWICH UNION PRICE WATERHOUSE COOPERS NATIONAL EXPRESS SCOTTISH COURAGE BREWING LTD VSO WELLA