

There are 365 days in each year, 24 hours in each day, and 60 minutes in each hour. We can't save time, steal time, or borrow time – it can only be spent. How that time is spent can determine the course of our lives. Effective use of time has nothing to do with completing time management systems. They are meant to help people control the time they use, and for a tiny minority they might work. For the vast majority, the chances are people can't remember where they put the thing. Systems are not going to help. Time is too short to be filling in pages and pages of information. This programme takes a different approach based on the attitude you adopt towards achievement and the way in which we want to spend the time we have.

Accreditation

This MasterClass is accredited by the Institute of Professional Selling and attracts credits towards the ICM Diploma in Professional Selling – a degree level qualification provided by the International College of Professional Selling.

Benefits

The major benefit of adopting the lessons learned in the MasterClass will be a focus on the things in your personal and business life which are important and will contribute towards goal achievement.

Learning Outcomes

At the end of this course participants will be able to:-

- Make better decisions about the use of available time
- Explain the potential barriers to effective time management
- Write a goals list and determine activities to accomplish these goals
- Explain and use the ABC rule for setting priorities
- Determine how to cope with external interruptions
- Implement an action plan to improve time management

Approach

This MasterClass is only available for in-house delivery for up to ten delegates at an all-inclusive cost of €2,495.00. A workshop-based approach is used with high levels of delegate activity.

Training Plan

Session	Purpose	Content
1	To set the scene and enable focus on the topic.	Time is money. Analysing the time you have and the time you waste. How 15 minutes could change your life.
2	To begin the process of adopting a systematic approach to time management.	Listing goals. Setting priorities. Making a daily to do list. The ABC rule. Start with A's not with C's.
3	To explore how other people can hijack your time and what to do about it.	Meetings, meetings, meetings. Procrastination. A perfectly normal day. Interruptions and how to handle them. Working with others.

4	To consolidate the ideas generated into reality.	Action planning. Do it now. Practice makes perfect.
5	Review and evaluation.	Conclusions. Test.

Learning Evaluation

- Delegates will undertake a knowledge test at the end of the MasterClass to assist in embedding knowledge and encourage behavioural change.
- Delegates will complete and end of programme evaluation

Progression

Successful completion of this MasterClass will earn the participant credits against the ICM Diploma in Professional Selling.

Contact

For further details of this and other performance improvement programmes and processes contact us at:



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