

Effective Time Management Training

Defined and effective time management delivers the GOALS on time. When the client says they don't have enough time in the day to do their job, its normally because they are not working on the topics which will deliver the business goals. Time can not be controlled only utilised correctly !

Aimed at

Businesses not achieving deadlines and KPI's failing project delivery dates.

Need/issue

Poorly performing departments or organisations being penalised for delays in delivering the PRODUCT on time.

Outputs

Current diary assessment - minute by minute study.

Fixed diary and meeting cadence in line with business needs not your needs (from assessment.)

Clear roles and responsibilities linked to task achievement.

Solid time management through clear escalation protocols.

Training on time management.

Agreed senior manager diary to cascade to the lowest level.

Benefits

Delivery of projects on time.

Clear and transparency of bottleneck topics linked to project failure.

Elimination of penalty clauses from your profit from your services.

Phase or stage

At the start of a new project.

Undertaking of a new leadership role.

Timings

1 day - Group of 20 max - or

1 week to support development of a diary from top to bottom in an organisation.