

# Time Management: Priorities, Delegation & Stress

**5 Days**

DURATION

**5**

MODULES

**33**

TOPICS

## LEARNING OBJECTIVES

- Apply SMART objectives to set and prioritise goals
- Plan and schedule daily activities using time management tools
- Identify personal time-stealers and areas for development
- Apply positive communication to support productivity
- Plan and manage effective meetings
- Apply techniques for successful delegation
- Identify the causes and signs of workplace stress
- Apply assertiveness and emotional intelligence to manage stress

# 5 Modules, 33 Topics

## DAY 1

**01**

### Managing Yourself and Your Day

#### TOPICS

- Goal Setting – Why have goals?
- Setting SMART objectives to achieve your goals
- Planning and Scheduling your activities
- Establishing Responsibilities and Priorities
- Effective Use of Diaries, Time Planners, Time Logs, etc.
- Criteria for Prioritizing using the Urgent and Important Model
- My Perfect Day – When are you at your best?

## DAY 2

**02**

### Personal Time Management Styles and Communication

#### TOPICS

- Your Time Management Style – Productive or Obstructive?
- Highlighting Personal 'time-stealers' and Areas for Development
- Procrastination – The Stealer of Time
- Dealing with Interruptions and Distractions – Staying Focused
- Communication Styles and How to Use Positive Communication to Aid Productivity
- Empowerment Techniques – Learning when to push back using the WISH model

## DAY 3

**03**

### Effective Meetings and Delegation

#### TOPICS

- Meeting Preparation – What tools do you need?
- Managing the Meeting – time-keeper, note taker, chairperson
- Tips and Techniques for Effective Meetings
- What does effective delegation look like?
- Styles of Management that Aid and Hinder Delegation
- How to delegate successfully?
- Understanding How people learn
- The Use of Feedback in the Delegation Process

## 04

## Understanding Workplace Stress and Its Causes

### TOPICS

- What is Stress?
- What contributes to Workplace Stress? – The top ten causes
- The Impact of Stress on Personal Performance – The Positive and Negative Effects of Stress
- Recognizing the Signs of Stress in ourselves and others
- Tips and Techniques for Managing Stress
- Maintaining an Effective balance between Home and Work

## 05

## Managing Workplace Stress through Behavior and Communication

### TOPICS

- **Understanding Behavior Types:** Passive, Aggressive, Passive Aggressive and Assertive
- How our thought process affects our behavior?
- Developing Self-assertiveness to achieve greater control over Stress
- Conflict Management – common cause of stress
- Analysis of Individual conflict Management Styles
- Using Emotional Intelligence to Manage Stress and Conflict Situations

#### WHAT IS INCLUDED

## Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

#### ABOUT KOENIG

## Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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Fly-Me-A-Trainer (FMAT)

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