

People & Time Mgmt: Eisenhower Matrix & Delegation

Learn to prioritise tasks, delegate effectively and manage people, remote teams and workplace stress for better performance.

4 Hours

DURATION

6

MODULES

19

TOPICS

COURSE OVERVIEW

This course covers the fundamentals of people and time management, including common challenges and the difference between the two disciplines. It then addresses time management strategies such as the Eisenhower Matrix, time blocking and managing distractions, followed by managing productivity and teams in a work-from-home setting using digital tools. It also covers delegation, team dynamics and employee motivation, techniques for managing stress and resolving conflict, and setting SMART goals with methods for tracking and improving performance.

WHO THIS COURSE IS FOR

Team Leaders

People Managers

Project Managers

Remote Team Managers

HR Professionals

Supervisors

LEARNING OBJECTIVES

- Explain the difference between people management and time management
- Apply the Eisenhower Matrix to prioritise tasks
- Plan schedules using time blocking to improve productivity
- Identify techniques to avoid procrastination and manage distractions
- Address challenges of remote work and set work-life boundaries
- Apply delegation techniques based on team strengths and dynamics
- Identify workplace stress triggers and apply conflict resolution techniques
- Set SMART goals and evaluate employee performance

6 Modules, 19 Topics

01

Fundamentals of People & Time Management

TOPICS

- Understanding People Management vs. Time Management
- Importance of Effective Time & Task Prioritization
- Common Challenges in Managing People & Time

02

Effective Time Management Strategies

TOPICS

- **The Eisenhower Matrix:** Prioritizing Tasks Effectively
- Time Blocking & Scheduling for Maximum Productivity
- Avoiding Procrastination & Managing Distractions

03

Work from Home – Managing Productivity & Teams Remotely

TOPICS

- Challenges of Remote Work & Overcoming Them
- Setting Boundaries & Work-Life Balance in WFH
- Using AI & Digital Tools for Remote Team Collaboration
- Managing Productivity & Performance in a Virtual Setup

04

Delegation & People Management Skills

TOPICS

- **The Art of Delegation:** When & How to Delegate Effectively
- Understanding Team Dynamics & Strengths
- Motivating & Engaging Employees for High Performance

05

Stress & Conflict Management in Work Environments

TOPICS

- Identifying Stress Triggers & Managing Workplace Stress
- Techniques for Conflict Resolution & Communication
- Building Emotional Intelligence for Better Team Relations

06

Performance Tracking & Continuous Improvement

TOPICS

Setting SMART Goals for Teams & Individuals · Monitoring & Evaluating Employee Performance · Tools & Techniques for Continuous Improvement

WHAT IS INCLUDED

Everything You Need to Succeed

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