



Personal Effectiveness Skills

1-day course

Aim

To provide an introduction to a range of personal effectiveness time management skills suitable for successful facilities management

Objectives

By the end of this course you will be able to:

Develop your own clarity statement for ongoing reference

Prioritise tasks using a range of tools designed to increase personal effectiveness

Identify distractions and ways of minimising them

Take more control of your time and your life

Description

This course has been designed to enable FMs to be more effective at work.

Getting Clarity - clarity is the most critical yet most overlooked and under utilised first step towards improving your time. Delegates will spend time developing their own Clarity statement by identifying: where I am today; where I want to be; how I can get there; and what are the wins along the way. Once an individual's Clarity has been established, it can be used to build a positive behavioural change by comparing everything to the clarity map that has been created. By doing this delegates can start taking more control of their time and their life.

Understanding Task Prioritisation - the next two sessions are highly practical and introduce a simple prioritisation matrix that can reduce the common symptoms associated with poor time management. Delegates will spend time identifying the keys to time management and working through each area using personal and practical examples.

Matrix Tool - the matrix tool is the method by which task prioritisation can be successfully managed. Detailed activities will be carried out to illustrate how the tool works and to allow delegates to both experiment and challenge, using real examples. Additional tools for the time management box are introduced to work alongside the matrix, in order to give delegates a number of approaches and techniques to apply

Reducing Distractions - tiredness is a major distraction - by tackling this, your personal effectiveness can improve dramatically.

Top 12 Time Wasters – are discussed and debated alongside a personal 'time waster' audit in order to highlight where external influences may be hampering delegates' effectiveness and their ability to manage their time

Delegation - the key elements of delegation are discussed followed by an interactive exercise looking at delegates' current work situations. The aim of this session is to challenge the frequently held view that 'I have to do everything myself to get anything done'

Managing the Impact of Others - having taken control of your own time it is important to also consider controlling the impact that other people have on us. By developing personal strategies for dealing with different groups of people, an element of control can be added when 3rd parties are involved.

Learning Log - all delegates will be asked to commit to one specific action as a result of their learning - the emphasis will be on identifying a behaviour change for each individual.

Programme

09.00 Registration, tea and coffee

09.30 Welcome & Introduction

10.30 Tea and coffee

10.45 Restart

12.45 Lunch

13.45 Restart

15.15 Tea and coffee

15.30 Restart

16.30 Close and departure

How do I book?

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