

# Course L04: Dealing with Time-Wasting Situations

## COURSE DURATION:

35 minutes

## TARGET AUDIENCE:

- Anyone needing to organise themselves and their time more effectively

## AVAILABLE IN:

- Audio
- Non-Audio

## DELIVERED VIA:

- Intranet
- Internet

Having completed this course the learner will use their time more effectively by avoiding, or dealing with, time-wasting situations.

Unfortunately, both managers and staff waste a great deal of time at work. This time is not wasted willfully, but simply because those concerned do not recognise the time-wasting traps into which they are walking and, once in the trap, do not know how to escape.

Having achieved the learning outcomes of this course the learner will become both more efficient and effective, thanks to more productive use of their work time.

Better time management by key workers means better productivity and, for the company, an impact on bottom line profits.

This course, therefore, is particularly aimed at managers and concentrates on typical management scenarios. It would, however, be useful for any member of staff, particularly those in a supervisory position or those being groomed for a future management position.

## Course Content

- Avoiding procrastination
- Avoiding crisis management
- Effective delegation
- Recognising and dealing with problem people
- Assertiveness
- Dealing with interrupters
- Avoiding time-wasting meetings
- Effective project management
- Dealing with confused responsibility and authority