

# TIME MANAGEMENT COURSE



## OVERVIEW

This course gives a practical approach to managing time professionally and improving time use to increase the outcomes from the time invested.

Time management is recognising the finite nature of time and completing as much quality work in this time as possible. By clearly defining what work goals, objectives and tasks are, setting realistic time frames and maintaining focus to complete them, you can improve your use of time. In addition to improving your capabilities you must also work to reduce or eradicate time wasters and interruptions.

## WHO IS THIS COURSE SUITABLE FOR?

This course is designed for anyone who wants to improve their time management and personal planning capability.

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## COURSE CONTENT

SESSION	KEY LEARNING CONTENT
<b>Set goals for work</b>	<ul style="list-style-type: none"><li>- Set goals and targets</li><li>- Select Individual and organisational priorities</li><li>- Stay focused on important outcomes</li><li>- Review goal setting</li></ul>
<b>Apply time management principles</b>	<ul style="list-style-type: none"><li>- Use SMART strategies and tools</li><li>- Plan and prepare thoroughly</li><li>- Schedule your time</li><li>- Use technology effectively including email use</li><li>- Manage time wasters and interruptions</li><li>- Manage time in meetings</li><li>- Delegate effectively</li><li>- Apply the psychology of time management</li></ul>
<b>Develop your time management capabilities</b>	<ul style="list-style-type: none"><li>- Develop your time management capabilities</li><li>- Continuously improve your time use</li><li>- Balance work and life</li></ul>

## HOW THIS COURSE DRIVES RESULTS

- Improve productivity of staff
- Improve workflow within the organisation
- Integrate technology and other systems into work activity
- Reduce time wastage allowing staff to focus on work that provides positive outcomes for the organisation

### GROUP DELIVERY OPTIONS:

- 1 day face to face OR
- 4 x 90 sessions delivered via Zoom or other video platform

### INDIVIDUAL DELIVERY OPTIONS:

- This course is available as a course by coaching.  
Contact FMI for more details



### Time Management Short Course

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## CUSTOMISED COURSES

FMI is able to design a bespoke training course specifically for your organisation.

FMI's team has extensive experience designing courses and programs for clients across a range of industries and for a range of purposes.



FMI can develop workshops, course materials and activities that are designed to meet your objectives. In addition to tailoring content, FMI can design assessment tools and projects.

These programs can be aligned with role descriptions, performance management systems, capability frameworks and other key learning and development standards and programs that the organisation has in place.

FMI is able to customise the program so that it can be presented as an in-house program with your organisation's branding and specific content such as a graduate entry program. Programs can be delivered by FMI or by someone from within your organisation.

FMI can provide capability overviews for each of the modules for your review. Please contact FMI to discuss which modules are appropriate for your management teams

## MORE INFORMATION

Reading an overview is often not enough to make a decision about whether that course or program is suitable for you, your team or organisation. Please contact us to discuss your specific challenges, development needs and strategic initiatives. We can advise you on suitable learning and development solutions, even if it includes courses, programs or services not included in our catalogue.

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## ABOUT FMI

The Frontline Management Institute (FMI) uses a practical, work based approach to deliver high quality, engaging and flexible management training and coaching that drives results for managers, their teams and their organisations.

With over 20 years' experience designing and delivering, FMI has helped thousands of managers and leaders to raise their standard of work whilst also ensuring organisations achieve a healthy return on investment. We have worked across many sectors including construction, infrastructure, resources, energy, community, health, consumer products and services, government and public services, financial services, technology, media and communications, transport and logistics. We work with people across a range of levels of experience and seniority including:

- Managers and leaders
- Frontline managers
- Team leaders and supervisors
- New managers
- New supervisors and team leaders
- Teams and team members

## ENQUIRIES AND BOOKINGS

For more information please contact our friendly team and we will be happy to discuss with you.

Phone: +61 2 9660 0199

Email: [fmi@fmi-au.com](mailto:fmi@fmi-au.com)



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