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EDI

Supporting learning
and performance

Welcome to the **Certificate in Effective Time Management – Level 3** – a practical workshop from **Human Performance** which has been written to substantially meet the knowledge and understanding requirements of the **National Occupational Standards** for manage yourself, develop your own resources and enhance your own performance. The **Certificate in Effective Time Management – Level 3** is an approved **EDI Endorsed Qualification** and successful completion will lead to candidates gaining the **Level 3 EDI Vocational Qualification**.

National Occupational Standards Covered

- **MGC001 – Manage yourself**
 - **MGC001.1** - Develop your own skills to improve your performance
 - **MGC002.2** - Manage your time to meet your objectives
- **MGC002 – Develop your own resources**
 - **MGC002.1** - Develop yourself to improve your performance
 - **MGC002.2** - Manage your own time and resources to meet your objectives
- **MGC003 – Enhance your own performance**
 - **MGC003.1** - Continuously develop your own knowledge and skills
 - **MGC003.2** - Optimise your own resources to meet your objectives

Target Audience

- The **Certificate in Effective Time Management – Level 3** is designed for all managers and staff who need to find more time in their day and become more effective. Whilst no previous qualifications are required to gain access to this workshop, candidates will be required to produce a written assignment – assessing their current time management behaviour using tools provided during the workshop element of this programme - and therefore good written communication skills are essential.

Programme Overview

- The **Certificate in Effective Time Management – Level 3** is a highly participative and practical workshop that will enable all candidates to develop their skills to **National Occupational Standards** in managing themselves, developing their own resources and enhancing their own performance.
- Throughout the workshop individual review and reflection, practical exercises and group work are utilised to challenge the candidate's current time management behaviours and develop a full appreciation and understanding of the principles covered in the programme. All candidates receive a detailed workshop manual and a back to work action plan designed to encourage use of the new knowledge to assist in developing competence.

Programme Aims

- **Each day consists of 86,400 seconds!** Why is it that some people can run large companies or even countries within that time - whilst others seem to get bogged down in the simplest of jobs!

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Programme Aims continued...

- This **Certificate in Effective Time Management - Level 3** aims to increase a candidate's capacity to deal with an ever increasing and diverse workload by developing numerous strategies to manage their time to maximise effectiveness and productivity. Success at time management will increase the health and well being of all employees enabling organisations to achieve their objectives both today and in the longer term.

Programme Objectives

- Candidates will be introduced to the concept of effective time management and learn the 10 most common time wasters. They will then identify work and personal goals for which they will use the extra time this programme will generate for them, before being introduced to a technique for accurately analysing how they currently utilise their time. Finally, this session concludes with an opportunity for candidates to reflect upon the purpose of their role and where, ideally, their time should be focussed.
- Next the workshop will focus on the benefits of planning to become more time effective and will cover a number of simple prioritisation techniques for candidates to build into their planning strategies. Candidates will then cover delegation and empowerment and discover when – and when not – to use them as part of their time management practices.
- Candidates will then be introduced to how stress prevents effective time management and then the facilitator will cover dozens of practical techniques and strategies to reduce workplace stress and manage everything from the telephone, the desk, the filing cabinet, emails and post, as well as how to read and write more effectively.
- The facilitator will then guide candidates through a series of techniques to reduce the key time waster – meetings. Delegates will learn how to cope with interruptions, how to be more assertive and even how to manage the boss! Finally, a strategy will be introduced to turn the everyday diary - whether paper or electronic - into a highly effective daily time management tool.

Programme Structure

- The Certificate in Effective Time Management Level 3 comprises one unit entitled 'Managing Time Effectively', made up of 15 guided learning hours delivered across 2 x 7.5 hour sessions. It is mandatory that candidates attend and complete all sessions, as well as pass a multiple choice question paper and complete and pass a written assignment, in order to achieve the qualification. A 'pass' is the only mark offered; the qualification is not graded. A pass will be achieved by scoring a minimum of 75% in the multiple choice paper and producing a written assignment which successfully meets all of the assessment criteria outlined in the unit specification.

Programme Learning Outcomes

- **L01 Understand the concept of time management**
- **L02 Discuss the importance of planning in effective time management**
- **L03 Describe the skills and techniques associated with effective time management**
- **L04 Examine the challenges of successfully managing time in meetings**
- **L05 Explain methods for improving assertiveness**
- **L06 Apply best practice in time management**
- **L07 Evaluate own performance in time management**

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Certification

- All candidates that attend and complete all workshop sessions and achieve a minimum of 75% in the multiple choice paper & successfully meet the seven learning outcomes will receive the **EDI Certificate in Effective Time Management – Level 3**.

Programme Content

- A detailed programme overview is provided at the end of this prospectus.

Delivery Methods

- Tutor facilitation and input
- Group activity and discussion
- Case studies and role play
- Multiple choice test paper
- Assessed assignment

Workshop Timings

- The workshop is delivered over 2 consecutive days and will commence promptly at 9:00am and will finish no later than 5.00pm. There will be a lunch break at 12.30pm and each session will last for 50 minutes followed by a 10 minute break.

Workshop Numbers

- Maximum of 12 candidates

Support Material

- All delegates will receive a comprehensive workshop manual with quality session summary sheets covering each element of the **Certificate in Effective Time Management - Level 3** workshop to enable full utilisation of the workshop learning's back in the workplace.
- As for all **Human Performance** workshops all candidates will be provided with **free** telephone support for as long as required following the workshop to assist them with support and advice as they complete their assignment and help them to manage performance when back in the workplace as they put the knowledge into practice to develop competence.

Programme Facilitator

- The **Certificate in Effective Time Management - Level 3** is facilitated by **James Turner**. James is an exciting, creative and innovative facilitator of experiential learning with over 20 years experience of successful senior management responsibility. James has numerous teaching and training qualifications and is a qualified advanced facilitator of experiential learning.

Candidates with Special Learning Needs

- Prospective candidates with special learning needs (or clients with employees with special learning needs) are encouraged to contact **Human Performance** prior to enrolment on this programme to discuss any additional help they may need to complete this programme. **Human Performance** will endeavour to assist any candidate where it is practicable to do so.

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Equal Opportunities & Valuing Diversity

- **Human Performance** recognises and values the diversity of all candidates (and potential candidates) and will actively promote the richness that this diversity engenders. **Human Performance** takes the commitment to equality of opportunity seriously and bases its relationships with clients and candidates on mutual trust, respect and the appreciation of individual differences. This means that discrimination or harassment, whether directly or indirectly, on the grounds of age, gender, marital or civil partnership status, gender reassignment status, race, colour, nationality, ethnic origin, nationality, national origin, disability, sexual orientation, religion or belief will be opposed.
- For avoidance of doubt, no candidate, (or prospective candidate), will be prevented from accessing a **Human Performance** facilitated learning programme - whether access to the programme is administered by a client or by **Human Performance** through its open courses - on the grounds of age, gender, marital or civil partnership status, gender reassignment status, race, colour, nationality, ethnic origin, nationality, national origin, disability, sexual orientation, religion or belief.
- By commissioning or attending a **Human Performance** workshop, clients and/or delegates agree to abide by our **Equal Opportunities & Valuing Diversity Policy** which is available in full from our website: <http://www.humanperformance.co.uk> (Click on "**EDI Approved Centre**" and then click on "**Policies & Procedures**").

Next Steps to Skills Development

All **Human Performance** workshops are designed to be stand alone skills development opportunities dealing with specific subject areas covered by **National Occupational Standards**. However, our workshops are also used by our clients to offer structured internal management development programmes, both to develop the current job skills of staff as well as develop key people for the organisations succession planning. The following workshops are natural progressions to the **Certificate in Effective Time Management - Level 3**:

- **EDI Certificate in Successful Project Management – Level 3**
- **EDI Certificate in Managing Human Performance – Level 3**
- **EDI Certificate in Techniques for Conducting Effective Appraisals – Level 3**
- **EDI Certificate in Supervisory Management & Leadership Techniques – Level 3**
- **Practical Employment Law for Managers**
- **Becoming More Assertive – A Strategy for Improvement**
- **Negotiation Skills – Influencing and Persuading Others**
- **Techniques for Effective Problem Solving**
- **Delivering Quality Service – A Model for Continuous Improvement**
- **Recruitment & Selection Skills – Making the Right Choice**

For details about the above **Human Performance** workshops and any other developing skills workshops please visit our website at <http://www.humanperformance.co.uk> or alternatively please do not hesitate to contact us on **0845 880 2255**.

A detailed programme overview is provided on the next page...

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Detailed Programme Overview for the Certificate in Effective Time Management

Module 1 – Understanding the concept of time management

- **What is Time Management**
- **The 10 Most Common Time Wasters**
- **Setting Goals to Help Manage Your Time**
- **Exercise – Setting Your Goals**
- **Exercise – Analysing How You Manage Your Time**
- **Three Key Steps to Getting More Done**
- **Exercise - How Do You Currently Spend Your Time?**
- **An Introduction to Analysing How You Spend Your Time**
- **Exercise – Keeping a Time Log**
- **How to Use Your Time Logs**
- **Exercise - How Do You Actually Spend Your Time?**
- **Barriers to Effective Time Management**

Module 2 – The importance of planning in effective time management

- **What Am I Supposed To Be Doing?**
- **Exercise - Identifying the Purpose of Your Job Role**
- **The Benefits of Planning**
- **The Benefits of a To Do List**
- **Exercise – To Do List**
- **Techniques for Prioritisation**
- **Delegation as an Effective Time Management Tool**
- **Reducing Stress to Manage Your Time Better**

Module 3 – The skills and techniques associated with effective time management

- **How to Manage Your Desk**
- **How to Manage Your Filing Cabinet**
- **Exercise – Are You a Telephone Junkie**

Module 3 – The skills and techniques associated with effective time management continued...

- **Taming the Telephone**
- **Exercise – Keeping a Telephone Log**
- **How to Use Your Telephone Logs**
- **Tips for Managing Your Telephone Calls**
- **How to Read Efficiently**
- **How to Write Effectively**

Module 4 – The challenges of successfully managing time in meetings

- **Exercise – How Efficient was the Last Meeting You Attended?**
- **How to Make Meetings Work**
- **Meeting Tips for the Chairperson**
- **Meeting Tips for the Attendee**
- **Practical Tips to Save Time in Meetings**

Module 5 – Methods for improving assertiveness

- **How to Use a Diary to Manage Your Time**
- **Coping with Interruptions**
- **How to be More Assertive**
- **How to Manage Your Boss**
- **Making a To Do List Work for You**
- **Exercise – To Do List**
- **Getting Organised**

Module 6 – Assessment & Assignment for EDI Qualification

- **Structured workshop review with facilitator**
- **Candidate personal revision time**
- **Multiple choice paper assessment**
- **Full briefing for assignment**

Please note: We are constantly evaluating and reviewing all our programmes to ensure that Human Performance continue to offer the very best learning opportunities for clients and candidates. As a result of these reviews we may amend programme content to better assist candidates to achieve the programme objectives and learning outcomes.

All workshop prospectuses will be updated periodically to reflect any changes to our modules and session plans but Human Performance reserves the right to substitute any modules and sessions detailed above which it believes will improve upon the objectives of the workshop whilst ensuring that workshops stay closely mapped to the relevant National Occupational Standards.