



IOL (UK) Limited & Northgate Training
EXERCISES, GAMES & SIMULATIONS FOR MANAGEMENT DEVELOPMENT



Personal Effectiveness

Participants will learn:

- to be aware of one's job description
- the need for a daily plan
- the need for clear objectives in your workload
- the importance of establishing priorities
- learning to say "No!"
- avoiding procrastination
- identifying time-wasting activities

NUMBERS:

3 - 18 participants working in up to 3 groups

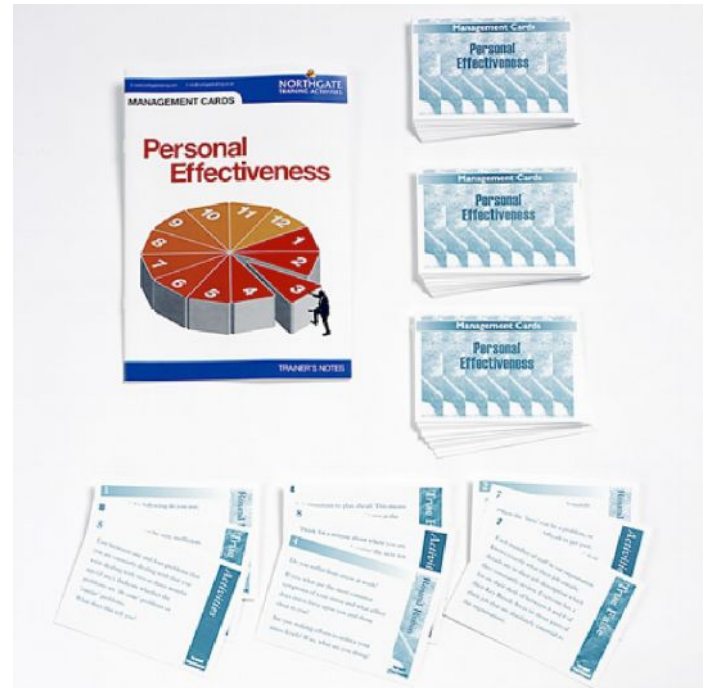
TARGET AUDIENCE:

Staff at any level

TIMING:

30 – 50 minutes + Debrief

COST: £199 (+VAT and delivery)



**Empower delegates to manage their time at least 20% more effectively.
Transform attitudes in just one hour!**

In small groups, simply work through a set of 30 cards, discuss the issues raised and reach a conclusion.

The cards will help you all to analyse the way you use that precious commodity, time. Do you know exactly what you are supposed to be doing each day? Do you plan ahead properly? Are you aware of your ingrained time-wasting activities? Others cards will probe your organisation's approach to time planning, individual responsibility and level of efficiency. Other cards give you specific tasks to do - all related to your use of time and personal effectiveness at work.

Be honest! You may uncover some unpalatable facts but it's all with good humour and you won't be alone! Leave with down-to-earth tips, techniques and simple rules you can easily practice back at work to make your time go further.

Personal Effectiveness

Trainer's Role

1. Divide participants into teams.
2. Issue each team with a set of the 30 unique cards.
3. Observe teams at work.
4. Issue Action Plans for completion.
5. Lead a Debrief on the key learning points.

Full debrief notes are supplied and the handouts are provided on CD-ROM for easy copying.

Full guidance is provided in the Trainer's Notes.

Pack Contents

- CD-ROM containing Handout Files
- Sets of Cards
- Trainer's Notes

TO ORDER "Personal Effectiveness" please contact:

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