



IOL (UK) Limited & Northgate Training

EXERCISES, GAMES & SIMULATIONS FOR MANAGEMENT DEVELOPMENT



Managing Time

Use this exciting, practical challenge to test, score and IMPROVE diary planning and delegation skills

Focusing on

- **Diary planning**
- **Delegation**
- **Setting objectives**
- **Prioritising**
- **Assessment of time skills**

Numbers	Up to four teams of up to six people per team (or up to four individuals)
Timing	2 hours
Price	£395 (plus VAT and delivery)

*** this exercise requires the use of ONE pc and printer

How it works

Participants, working in teams (or as individuals if you prefer), represent a busy sales manager, *Robin Self*, who needs to schedule the diary for the coming four weeks. Teams are given:

- details of **Robin's role** as manager
- a **four-week diary**
- a list of **Robin's appointments** already booked in
- a list of **things to do** with a suggested amount of time to allocate for each task.

These must all be scheduled into the diary. But apart from the logistics of fitting tasks into the time available, teams need to consider the nature of the tasks. Along with the brief descriptions of each job they are given details of **Robin's short-term and long-term objectives**.

Alert teams will use all this information to help prioritise which tasks need doing in the short term, which have deadlines that fall within the four-week period, and so on.

But Robin need not take on *all* the tasks. There are **three members of staff** to whom work can be delegated - so teams must choose which tasks to delegate - and to whom. They have *some* information about their staff and can obtain, **on request only**, further, helpful information: the staff diaries, their availability - and specific pieces of information such as, "*Does Wendy speak French?*". All this is provided for the Trainer to issue.

The activity soon generates lots of debate leading eventually to decisions that are recorded on two forms a **Diary Form** and a **Delegation Form**.

The Trainer inputs the decisions for computer analysis and full, printed reports are issued for each team. They also receive a percentage score - a measure of their time planning skills in this exercise.

Your role, as Trainer, is very straightforward:

- introduce the activity at the start
- at the end use the computer to obtain the reports
- lead a discussion to draw out the key learning points.

The **Trainer's Notes** and **Presentation Slides** provide full guidance support.

Managing Time

What to Do

1 Introduce the activity using the **Presentation Slides**. Divide participants into teams and issue **Team Briefs**.

2 Teams can request data they might expect to know in this situation - such as details of staff work schedules. Failing to check these could mean they delegate to people who are on holiday! You have the **Staff Diaries** to hand out - on request.

3 Issue the two key forms: **Diary Planner** and **Delegation Sheet**.

4 Allow teams about 90 minutes to work on their plan. **Flipcharts** are helpful for teams to capture all the data.

5 Collect forms from teams and enter data into the computer. This is a simple process which takes only a few minutes per team but it's a good opportunity to have a coffee break for participants.

6 Print **Reports** - but do not hand out.

7 Begin the **Debrief** discussing how teams set about the task, how they worked, what issues came up and how well they think they did.

8 Issue reports and allow time for teams to read and discuss specific issues raised in the reports.

10 Get teams to work on an **Action Plan** of time planning techniques they can use back at work. The **Trainer's Notes** give

Managing Time Trainer's Comments

A very powerful exercise that generates both enjoyment and powerful learning. The greatest benefit to me was having the computer work out the scores and provide the explanations.

R Hills, Lombard North Central

A first class way to test competencies.

R Amore, MAST

A good practical exercise which explores both time management and group decision-making.

R McPherson Associates

Managing Time Selection of Buyers

British Gas - BAE systems - Cardiff City Council - KPMG - Chelsea & Westminster Hospitals- IKEA - Communities Scotland - Coop Retail - Dubai Aluminium Co - DHSS - Cheshire & Wirral NHS Partnership Trust - Crisp Harris Hall LLP - Edutech Middle East -PWC - Chelsea & Westminster Hospital - Kent County Council - Radisson Hotels - MI - Computershare Investment Services - Avon & Somerset Police - Ashurst Morris Crisp - InRoads Inc - Halfords

TO ORDER
please contact

IOL (UK) Limited

t: 01884 821870

f: 01884 829168

email: info@iol-uk.co.uk

www.iol-uk.co.uk