



Precept
management consultancy

EFFECTIVE TIME MANAGEMENT

Intercontinental Hotel Muscat, Oman; 8th – 9th March 2010

WHY NEEDED

Improving Time Management capability has been a popular training subject for many years, for three very simple reasons:

- In the modern business life we are faced with an ever increasing number of tasks to do, to an ever increasing standard but within continuously shrinking time limits. We are forced to ***do more, do better, do quicker!!!***
- The pace will get worse as each year goes by. So we will have to do even more, to an even higher standard, in much less time.
- The continuous struggle to balance private life and work life.

WORKSHOP DETAILS

- Duration: Two Days, 8th – 9th March 2010, 9am – 5pm;
- Fees: RO 675 (including workshop materials, lunch & breaks at the venue);
- Venue: Intercontinental Hotel, Muscat, Oman;
- Presenter: Barry Kyriacou, PeopleAchieve.

WHO SHOULD PARTICIPATE

Managers, Team Leaders and staff from all business areas and departments who wish to become more organized and have a professional attitude in achieving their work objectives.

WHAT THE WORKSHOP WILL COVER

As a result of this programme, participants will be better able to:

- Determine individual goals (business & personal);
- Focus on areas that will deliver results;
- Direct efforts towards achieving organisational goals;
- Prioritise tasks and activities;
- Plan their day more effectively;
- Reduce time lost to “time stealers”;
- Deal with emails more efficiently;
- Organise their office and desk effectively.

Please contact us for further information or click [here](#) to register

Precept Management Consultancy, P.O. Box 255, P.C. 112, Sultanate of Oman

Tel: +968 24497123, Fax: +968 24497222, E-mail: precept@omantel.net.om

Website: www.preceptmanagement.com

THE WORKSHOP

DAY 1

- 0900 – 0945 **Introduction**
Goals of the Workshop
The importance of managing time and workload
Benefits of a more organised approach
Available tools
The Flapsi-Hapsi methodology
An alternative model and its benefits
Proactive vs. Reactive Time Management
- 0945 – 1045 **Goal Setting**
Why we need goals
The methodology of setting SMART goals
Workshop – practice in SMART goals
Latest developments in setting goals
Reasons for not achieving goals due to human behaviour & how to overcome them
Achieving work-home balance
- 1045 – 1100 **Coffee Break**
- 1100 – 1200 **Focusing Effort – Key Areas of Responsibility**
The Key Areas-Categories-Tasks model
What are Key Areas of Responsibility
Methodology for defining them
Exercise – each participant specifies his key areas
Each Key Area breaks down into Categories
Exercise – each participant breaks down a few of his Key Areas into Categories
Each Category breaks down into Tasks
Exercise – Each participant breaks down a few of his Categories into Tasks
- 1200 – 1300 **Managing Time – Planning Your Day**
Planning your day – how and when
Difficult jobs – when to do them
Your body clock and how to take advantage of it
Scheduling meetings
Evaluating how much time you actually have
Planning for the unexpected
Little things that save time
Handling Elephant Tasks
Taking work home
- 1300 – 1400 **Lunch**
- 1400 – 1430 **Planning Your Day...continued**
- 1430 – 1545 **Time Stealers**
Our main time-stealers and their effect on our productivity
Workshop – each time studies one main time stealer and makes suggestions on how to overcome it (amongst others: saying *NO* to others, handling phone call, the drop-in visitor)
- 1345 – 1600 **Coffee Break**
- 1600 – 1700 **Communicating with Emails**
The modern way of communicating
Discussion – advantages and disadvantages
Handling incoming emails
Rules for making your outgoing emails shorter and more effective

DAY 2

0900 – 1045	Prioritising Tasks To-Do lists Defining <i>Important tasks</i> and <i>Urgent tasks</i> The 4 types of tasks The Important vs. Urgent model (by Stephen Covey) Deciding the priority of each task Which should we do first The Time Analysis tool
1045 – 1100	Coffee Break
1100 – 1230	Effective Meetings When is a meeting worth having? Preparing for a meeting The agenda The role of the chairperson The meeting ground rules Focus is important Importance of taking minutes Role-play in meetings
1230 – 1300	Procrastination What is procrastination? Main reasons for postponing a task Ways to overcome procrastination
1300 – 1400	Lunch
1400 – 1600	Exercise in Time & Workload Management Each team has to achieve a specific objective in competition with the other teams and within a set time limit. To succeed, each team must use the tools and methodologies on time and workload management that have been presented during the training Main Messages and Discussion
1600 – 1615	Coffee Break
1615 – 1700	Desk Management & Finale Organising your work area Organising your desk Where to place telephones, computers, etc Handling paperwork and in/out trays

THE COMPANY

PeopleAchieve

Maximising Human Capital

their people to achieve the maximum value of their Human Capital.

Organisations are struggling to find new ways to achieve strategic advantage in an increasingly competitive economic environment. Often, they are finding that the only sustainable source of competitive advantage is to unleash the power of

Ultimately an organisation's ability to survive, grow and develop depends on its continually making the best use of its people. With TMI we have been offering world-class workshops and seminars for many years and will continue to offer outstanding seminars in Cyprus.

PeopleAchieve, a new company has been launched to cover areas outside TMI and also focus in the Middle East in the following seven areas where people need to excel in:

- Attitude, Culture & Values
- Competencies & Skills
- Highest Reputation and Trust
- Innovative Knowledge
- Effective Relationships
- Visionary Leadership & Communication
- Enhanced Processes & Systems

These are sources of competitive advantage that cannot be matched by the competitors. These add value to the assets balance sheet and share-holdings and are seen as critical intangible assets.

Both PeopleAchieve and TMI Cyprus are members of the Peter Andreou Group which has 15 years experience of helping organisations, teams and people achieve their full potential. With powerful consultancy processes, seminars and a range of tools, we have a track record of helping clients achieve success in their choice of language whether Greek or English.

The quality of our work, unique approach and outstanding reputation attracts some of the most dynamic and ambitious organisations, to work with us. We are proud to have leading multi-nationals throughout the Gulf region, Europe and Cyprus as our clients.

A total of over 25,000 people in over 250 in-house client organisations in 15 countries have attended our seminars.

We combine our resources of leading edge and innovative consultancy tools with the experience of our hand-picked facilitators, coaches and trainers, to deliver practical results to our clients - results that promote profit and balance sheet growth and solve today's real challenges. In doing so, we tap into the hidden potential and commitment of our clients' human capital to achieve outstanding measurable results.

In addition to Consultancy and In-house Processes, PeopleAchieve and TMI Cyprus offer prescheduled Public/Open workshops, in the Gulf region and Cyprus, ideally suited for the development of individuals and small teams.

PRESENTER PROFILE

Barry Kyriacou

Born in the UK and having lived in the UK, South Africa and Cyprus, Barry brings with him a mixture of many different cultures and business experiences.

After obtaining a post-graduate degree in Engineering from a UK University, he joined one of Europe's largest car manufacturers. His management abilities allowed him to reach a high responsibility level within the company early on in his career. A firm believer in the TQM culture, he assisted in changing the fortunes of his company by implementing a customer-centered culture. This provided him with the practical experience of living through and driving through a major culture change. In addition to his management responsibilities, he became actively involved in the training of the staff and acted as facilitator in process improvement initiatives and problem solving.

He has held top management positions in local and international companies. His last position prior to joining TMI was Managing Director of an international company with worldwide trading activities.

Barry brings to TMI a thorough knowledge of international business practices. His considerable management experience in a variety of market sectors and geographical areas allows him to relate to situations and challenges faced by today's managers. He has been a guest speaker on management methods to various business associations. Barry's clients comment that his ability to combine modern management theory with practical solutions has assisted them in improving operational efficiency, customer service, performance management, problem solving and many other business issues.

Some of the projects that Barry has been involved in include:

- Assisting a newly launched airline to differentiate itself in the market through superior Customer Service. This involved training of all staff, ground and air-borne. Improvements were so visible that passengers commented about them.
- The design and implementation of a *Continuous Improvement Process* for a major financial services company. The project involved the specification of Key Performance Indicators (KPIs) for each department and the company as a whole (derived from corporate strategy) and the design of systems to continuously measure and improve these processes. This has resulted in the company continually improving efficiency, productivity and bottom-line through a self-improving process enabling it to maintain its leading position in the market.
- The design and execution of a *Culture merging process* for a major insurance company that had been formed by two previously competing companies. The training of all the company's staff (office based and sales force) in order to achieve a *one-company* workforce.
- Design, implementation and training of a tailored Performance Appraisal System for a luxury resort hotel, part of a prestigious international chain.
- A major initiative for one of the largest pharmaceutical companies in the world. The project covered all countries of the Middle East and the Gulf (11 countries). Main objectives were a) to improve corporate culture at all levels and b) to bring about practical improvements in all aspects of the business. As a direct result of this initiative, significant improvements have been made and many more are being introduced with substantial benefits in efficiency, productivity and profitability.