

MODULE HIGHLIGHTS

Module Purpose

This module is designed to help you understand the importance of effective time management leadership skills to personal and professional success. As the world moves at a faster pace, it's essential that an organization's employees not only get things done faster, but that they also get the right things done in a timely manner. It's crucial that employees are not only efficient, but also effective. We will discuss and practice skills that enable you to manage your leadership time and help your employees manage theirs more effectively.

This module supports other 360 Solutions time management training modules.

Module Objectives

Part 1: Time-Wise Leadership

- ◆ Explain the concept of time-wise leadership.
- ◆ Explain the value of planning for leadership.
- ◆ Identify time wasters and how to avoid them.
- ◆ Complete a future leadership time-planning exercise.

Part 2: Managing Your Leadership Time

- ◆ Discuss ways to identify problems and make effective decisions.
- ◆ Identify why and when to delegate.
- ◆ Identify ways to manage interruptions.
- ◆ Identify ways to plan for effective meetings.
- ◆ Identify time management tools.

Part 3: Time-Saving Communication Tips

- ◆ Identify time-saving guidelines for clear, concise writing.
- ◆ Identify time-saving organizational communication tools.
- ◆ Practice helping others manage their time.

Part 4: Enhancing Your Time Management Leadership Skills

- ◆ Write a personalized Action Plan.
- ◆ Complete a Performance Plan for using the knowledge and skills you developed in this module to assist with professional growth and development.