

skillsbootcamp

2nd August 2023

9:00am
-10:30am

Right on time

Summary:

Our workload never seems to diminish with our to do list getting even longer. This session takes the best tips from 10 years of time management courses. It gives you practical tools to manage your workload, find more time & get stuff done.

Key learning:

- Making sense of time;
- Prioritising;
- The importance of the notebook
- Dealing with interruptions;
- Using technology to help you;
- The top ten best tips we have found from reading 100's of articles and attending sessions.

It would suit:

Any one with too much to do and too little time to do it, that wants to get more done.

10:45am
-12:15pm

Don't get a D for delegation

Summary:

Effective delegation is one of the most valuable skills you can master. It reduces your workload, helps leaders advance and develops employee skills. Many leaders however still hold on to tasks and become over-whelmed. This session will give leaders the understanding of why they should delegate and how to do it confidently.

Key learning:

- Why we should all delegate more, the positive impact on doing so
- Who to delegate to;
- A formula for delegating;
- Using new SMARTER goals
- Delegating to a multigenerational workforce

It would suit:

All leaders and managers with an increasing workload that need to prioritise. It will also help solopreneurs as we do not always need to delegate to others.

To Book:

Visit our booking sheet
or contact
hello@mjinpire.com

