

Check this out →

Your people are great at what they do, but not always great at managing their time.

You and your people are being pulled in multiple directions, can't always see 'the wood for the trees' and sometimes lack focus

You spend a lot of your time answering queries, being interrupted and directing the work of your team.

"Great advice, useful hints and tips. Learning by interaction and engagement – loved the activities."



Analyst, Global Electronics Distributor

Effective Working Practices

Course Content

1. Understanding purpose of role
2. Activities covering six key learning modules; planning time, noticing distractions, managing interruptions, time management, prioritisation tools and problem solving.
3. Action planning and statements of commitment.

Learning Outcomes

- Understand the importance of effective working practices, to them and their stakeholders
- Have explored a range of time management, prioritisation and working practices tools
- Used own self-awareness and guided reflection to determine the changes to be made



MILO

WILO

DILO

Choose your level of investment

Good

Self Directed Activity
½ day workshop (On Site)
Self Directed Activity

£2500+VAT

Better

Self Directed Activity
½ day workshop (On Site)
Group Coaching (Remote)

£3000+VAT

Best

Self Directed Activity
½ day workshop (On Site)
Group Coaching (Remote)
121 coaching session per delegate (Remote)

£5000+VAT

Get in touch

Info@boosthr.co.uk

07566 228140

www.boosthr.co.uk

Boost HR