

time management and personal effectiveness

techniquesforchange



...work smarter not harder

Time is a very valuable resource to all managers and professionals and this programme shows how they can achieve significant breakthroughs both for their organisation and personally. The results can be quite amazing and our clients leave the course confirmed disciples of the 'breakthrough' philosophy.

The programme helps managers and professionals achieve higher results, re-balance priorities and gain better control of their workload by learning practical tools to improve time focus, manage change and increase productivity. And yes, this can all be achieved whilst maintaining the work/life balance you desire.



content

- introduction to breakthrough
- focus
- work smarter not harder
- work 'one touch'
- master yourself
- get some help
- breakthrough!

features

- practical tools to improve time focus
- 6 ways to get people's support
- personal inventory to manage change and uncertainty
- learn a proven methodology for achieving success
- 5 techniques to help make step changes in productivity

who should participate

- any manager or professional who wants to be even more successful whilst achieving work/life balance

recent participants include

Friends Provident, BT, Abbey, EDF Energy

ILM development programme

We are a recognised provider of the ILM and partner with them to offer this ILM development programme providing industry-wide recognition of the standards and quality of this course.



You will receive an ILM Development certificate on completion of the course, marking your professional development, along with one year's free studying membership of the ILM, offering access to a wealth of expert information, advice and support.

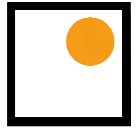
www.techniquesforchange.co.uk info@techniquesforchange.co.uk

call carolyn on: +44 (0)1293 568817

duration: two-days

venue: gatwick airport

price: £795+VAT



day one

1. Introduction to breakthrough

- what is managerial breakthrough?
- organisational breakthroughs
- personal breakthroughs
- visualisation
- breakthrough worksheet
- achieving managerial breakthrough

2. focus

- pareto
- re-evaluating my job
- my world exercise
- career anchors

3. work smarter not harder

- von manstein matrix
- FCI
- exercise – firefighting elimination
- identifying improvement opportunities
- cause and effect diagram
- using the cost of quality technique – a case study
- habits of successful CEOs
- planning for improvement

4. work 'one touch'

- concept of 'one touch' working
- flash tasks
- exercise – process value analysis
- planning for 'one touch' working: exercise
- tool for selecting which processes to improve
- process matrix
- work 'one touch' action plan

day two

5. master yourself

- IQ vs. EQ
- emotional Intelligence Action Plan
- change inventory
- what causes stress in change
- reactions to change
- recognition of behaviours
- thriving on change action plan

6. get some help

- spin your way to the top at the office
- contact value analysis
- key contacts action plan
- networking
- CADIF
- delegating responsibility
- the steps to achieving credibility
- the pyramid principle and the big idea
- influencing techniques
- assessing people's motivations

7. Breakthrough!

- the breakthrough vision process
- brainstorm
- breakthroughs
- benefits
- negative effects
- specific measures
- catalytic actions
- decision habits
- mechanisms to address decision habits
- action plan to break through