

Effective Time Management for Local Authorities

Course Programme

Time	
09.15-09.30	Registration Technical check
09.30-11.00	Introduction, Domestic and Icebreaker Programme Objectives UNIT 1: What is time management? <ul style="list-style-type: none">Identifying 'time-eaters' and their impact on local authorities UNIT 2: Managing time in your service sector <ul style="list-style-type: none">Using an activity log
11.00-11.15	Morning break
11.15-12.45	UNIT 3: Prioritising tasks <ul style="list-style-type: none">Planning and schedulingTools for effective time management<ul style="list-style-type: none">Traditional methods and new technology UNIT 4: Addressing and solving the 'time-eaters' <ul style="list-style-type: none">Action planning for your service sectorFinal Q & A session
12.45	Q&A and close