



Leadership time management



This **four-hour** workshop is a highly interactive and practical course which provides leaders with permission to spend more time leading - while confident they are spending time on high-impact activities

TARGET AUDIENCE:

Any leader who has done Time Management 101 and found it just doesn't work.
 Any leader bogged down in minutiae.
 Any leader putting out fires for everyone else in the organization

COURSE OUTLINE

How does time management have to change when you're a leader?
 Moving from technical specialist/leader of projects to leader of people

Self-awareness
 How are my preferences impacting the way I use my leadership time?
 What are my preferred leadership routines?
 What new activities will bring about most change?

Dealing with difference
 Why are my team stuck in the mud and what can I do about it?

Leadership essentials
 Where do I spend my time now?
 Where do I need to spend my time?
 How do I shift?

Staying on track
 A leadership tool for all seasons
 Overcoming obstacles to change
 Staying strategic

ADDITIONAL OPTION
 Refresher workshop to embed new skills and deal with obstacles encountered

COURSE OBJECTIVES

At the end of the workshop, participants will:

- Understand why Time Management 101 does not fit all
- Have techniques for breaking their long-standing patterns
- Have permission to spend more time on Ideas and People
- Have a one-page template to keep on track



About the presenter
 Barry O'Sullivan has provided leadership coaching to over 350 leaders in the past nine years, following 22 years as a partner with KPMG. He also coaches leadership teams and Boards.
 He brings business, coaching, acting and personality type insights and skills to the workshop.

"I now see why I'm working such crazy hours. Finally I've stopped measuring my own productivity in terms of technical prowess"