

Delegation and Time Efficiency

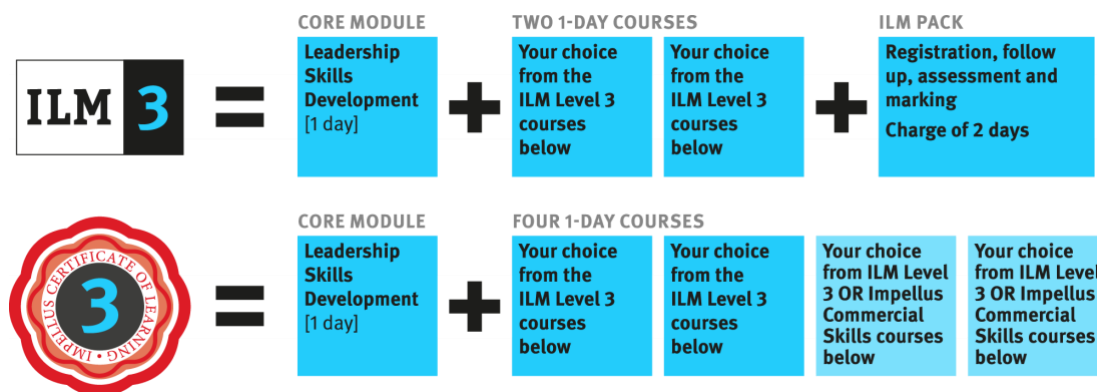
AN IMPELLUS LEADERSHIP AND MANAGEMENT COURSE

impellus

Busy managers who are relied upon by their organisations can all too easily become entrenched in the day-to-day operations to realise that key resources such as people and time are being greatly underused. This course helps managers to plan and delegate to become far more productive, as well as increase employee engagement.

For all dates and venues, see [here](#) or call **0800 619 1230**

This course can be taken individually or as an optional module that can lead to an ILM Level 3 Award in Leadership and Management. It can also be taken as an optional module for an Impellus Certificate of Learning at Level 3.



Optional ILM courses: Coaching Skills for Managers, Delegation and Time Efficiency, Developing Winning Teams, Effective Communication Skills, Managing and Appraising Performance, Managing Change and Innovation.

Optional Commercial Skills courses: Finance for non-financial Professionals, Key Account Management, Negotiation Skills & Techniques, Presentation Skills & Techniques.

ONLINE TRAINING SCHEDULE

9:30 – 9:45	Welcome, overview and introduction to the programme	
9:45 – 11:15 (inc. mini break)	<ul style="list-style-type: none"> Structured reflection on your current use of time Understanding the cost to you and the organisation of misplaced time and priorities Identifying common barriers to effective productivity and where to focus attention Time is money <p><i>The opening session of the day gets each delegate looking at their current use of time to identify early opportunities to improve their performance or to highlight barriers to better use of time. The correlation between time and money is then explored.</i></p>	
11:15 – 11:30	Break	
11:30 – 13:00 (inc. mini break)	<ul style="list-style-type: none"> Key Roles – why are we employed? Defining importance and uncovering the value and impact of tasks Value based prioritisation – what are you going to delegate, innovate and reject? <p><i>During this session the delegates will analyse the key roles of themselves and their staff and identify the true value of tasks. The session moves on to discover the power of value based prioritisation and how this can be used to improve the performance of the team and organisation. This analysis often highlights organisational streamlining, areas that can be delegated and opportunities for innovation.</i></p>	
13:00 – 14:00	Lunch	
14:00 – 15:15 (inc. mini break)	<ul style="list-style-type: none"> Barriers to delegation and what can overcome them How to choose your best human resource for maximum success The SMART model – the need to delegate effectively <p><i>In this session, delegates will explore what gets in the way of effective delegation and how to minimise these barriers. From there time is spent understanding how to select the right person for the job and how this can be employed within their environments. The session concludes with an in-depth understanding of the SMART delegating model.</i></p>	
15:15 – 15:30	Break	
15:30 – 16:00	<ul style="list-style-type: none"> Practical application of the SMART model Future planning Bringing it all together and action planning Questions and answers <p><i>The final session provides an opportunity for delegates to apply the SMART delegation model to their own environment. A challenge around planning to-do lists leads into everyone coming back together to write up their own personal development plan.</i></p>	
16:00 – 16:30	Optional Q&A. Questions taken live or by email for answering later	

IN-PERSON TRAINING SCHEDULE

9:30 – 9:45	Welcome, overview and introduction to the programme	
9:45 – 11:15	<ul style="list-style-type: none">• Structured reflection on your current use of time• Understanding the cost to you and the organisation of misplaced time and priorities• Identifying common barriers to effective productivity and where to focus attention• Time is money <p><i>The opening session of the day gets each delegate looking at their current use of time to identify early opportunities to improve their performance or to highlight barriers to better use of time. The correlation between time and money is then explored.</i></p>	
11:15 – 11:30	Break	
11:30 – 13:00	<ul style="list-style-type: none">• Key Roles – why are we employed?• Defining importance and uncovering the value and impact of tasks• Value based prioritisation – what are you going to delegate, innovate and reject? <p><i>During this session the delegates will analyse the key roles of themselves and their staff and identify the true value of tasks. The session moves on to discover the power of value based prioritisation and how this can be used to improve the performance of the team and organisation. This analysis often highlights organisational streamlining, areas that can be delegated and opportunities for innovation.</i></p>	
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15:15 – 15:30	Break	
15:30 – 16:30	<ul style="list-style-type: none">• Practical application of the SMART model• Bringing it all together and action planning• Future planning• Questions and answers <p><i>The final session provides an opportunity for delegates to apply the SMART delegation model to their own environment. A challenge around planning to-do lists leads into everyone coming back together to write up their own personal development plan.</i></p>	

All Impellus courses are designed to be enjoyable and highly informative. Delegates are given a welcoming and comfortable environment in which to reflect, challenge and learn. The focus is on being able to bring new skills and thinking back into the workplace.