

LASER THOUGHT™
TRAINING IN THE ROUND™

**Time Management for
Performance Excellence**

MANAGING PEOPLE PROGRAMMES

Time Management for Performance Excellence

Learning the art of managing your most valuable resource

INTRODUCTION

The most valuable resource available to managers is time. It is a common complaint that "there are not enough hours in the day" yet a typical manager devotes the majority of available time to low priority work. The potential to achieve more in your job and career is partly dependent upon how well time is managed. To do this the individual must learn how to effectively manage themselves and other people.

This is a participative program in which you will be given a series of individual exercises and guidance in improving your use of time. Methods for identifying and delegating time wasting activities will be identified together with key skills for influencing people and improving your performance. You will take away from the course a personal plan which you can immediately put into action to become more effective.

CONTENT

Performance and goal-setting

- Personal motivation
- Learning to prioritize
- Office and desk management

Methods and techniques of assessing performance

- Time category assessment: work priorities, schedules and planning
- Pareto time analysis
- Improving your information systems

Time and work behaviour

- Managing interruptions
- Generous listening
- How to say "No"

Managing people

- Dealing with unclear objectives
- Learning how to delegate tasks
- Making meetings more effective

Developing your objectives

- Making monthly, weekly & daily plans
- Action plan
- Goals and priorities

OBJECTIVES

- To identify and adopt working methods that will ensure at least half of your activities are devoted to top priority work.
- To substantially increase your performance and results through saving 25% of time in your job.
- To understand the methods for identifying and delegating low priority work.
- To identify and eliminate environmental and personal time-wasting activities.
- To develop smarter ways for influencing people and improving their performance.

METHODOLOGY

All Laser Thought™ Executive Programmes facilitated by Julian Simmonds utilize the renowned Training in the Round™ model. This workshop uses a combination of learning activities including interactive exercises, role-play experiential group exercises, and improvisation. The workshops are a laboratory atmosphere where participants will improve their communication skills and are encouraged to take risks in accomplishing a variety of tasks.

*"Julian's coaching style on issues such as **effective communication**, self appraisal, performance feedback and motivational techniques have been a welcome and **valuable experience**."*

Amin Almuti
Engineering Manager and Vice President
Bechtel Infrastructure

SEMINAR LEADER



Julian Simmonds is an international marketing and joint venture consultant. During the last 25 years, Julian has focused on strategic communications and international alliance strategies involving launch plans, media presentations, conference and event planning for both the public and private sector. He has worked extensively in the USA, Hong Kong, China, Singapore, Japan, Vietnam and Australia.

Julian is Chairman of Palo Alto Media Group. The PAMG's Emmy Award-winning associates provide communications and media production, consulting and training services. As Chairman of the New Bristol Arts Centre, Julian was responsible for highly successful drama productions from 1981 to 1984. This role reflected his lifelong interest in the theatre, including writing, acting and directing. The evolution and development of his experiential training model, *Training in the Round™*, is based upon the power and energy found in the theatre.

Julian is a specialist in running cross-cultural workshops on Leadership, Communication, Innovation and Creativity. Clients in 2007 include; Mazda, AON, Euroclear Bank, Teijin, Kuraray, Works Infrastructure, British Consulate-General and UK Trade & Investment. He is an adjunct professor at Stanford University, UC Santa Cruz, CSU East Bay, Oxford Brookes, Bristol University and the Hong Kong Management Association.

More information is available online at:
www.LaserThought.com

PAST PARTICIPATING COMPANIES

ABN Amro Asset Management (Asia) Ltd
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Hang Lung Properties Limited
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IPC Information Systems (Hong Kong) Ltd
Johnson & Johnson HK Ltd
Landmark Mandarin Oriental
Lane Crawford (HK) Ltd
Medtronic International Ltd
O2 (Online) Hong Kong Ltd
Wong's 2004 Ltd

DESIGNED FOR

Managers, Executives and Professionals who want to benefit from making more time available to not only deal with urgent work issues but in every aspect of life.

WORKSHOP MATERIALS

You will receive a copy of the course manual.

LANGUAGE MEDIUM

English

"After one week or so of applying your recommendations about time management I have seen significant improvements.

I feel much more in control, more focused and effectively more available to my colleagues. I have freed myself from e-mail and the feeling is exhilarating."

March 2007

Arnaud de Surville
Managing Director
Dextra China Ltd

