INCLUDES ONLINE PROGRAM

Managing Time

Northgate
TRAINING ACTIVITIES

FACTSHEET

Diary planning, prioritising, delegating and common sense. Can teams score 100%?

- 🕐 **1.5 hours + debrief**
- 👥 **3-24** (up to 4 teams of 3-6 per team)
- ▲ **For staff at any level**
- 🖥 **Includes computer program** (internet access required)
- £ **450** (hard & digital copy) or **399** (digital copy) ex VAT

USE AGAIN AND AGAIN · 5 YEAR LICENCE · FOR UPTO 24 DELEGATES

ALSO INCLUDES — Managing Time Computer Program + Microsoft PowerPoint

Learning objectives

- ■ shows that managers cannot do everything themselves
- ■ allows teams to practise prioritising and delegation skills
- ■ highlights the need to identify the best person for a delegated task
- ■ stresses the need to be realistic and show common sense when time planning
- ■ emphasises the need to be aware of what your staff are doing, when they are available and when they are overworked

About the activity

Teams represent Robin Self, a manager who is planning their time for the next four week period. Robin already has some meetings scheduled in the diary.

As well as allowing space for routine work, there are 26 tasks - some with clear deadlines, that must either be scheduled into the diary or delegated to one of Robin's staff of three.

Teams are given the necessary background information on Robin and the staff - and told to ask if they need further information. There are in fact 10 pieces of information (eg staff diaries), but will teams ask?

Can they identify which tasks Robin should do - in an already busy schedule? Of tasks that can be delegated, which staff member is best suited and who has spare capacity? Will they over-crowd diaries or plan well? Will they try to rearrange existing schedules? Will they know which tasks to prioritise? Do they appreciate the difference between urgent and important?

Teams complete two forms (Robin's Timetable and a Delegation Form). The data from these is checked by the computer program, which then supplies each team with a full report on their time management - and awards scores. A Debrief follows.

Pack contents

- ■ Trainer's Notes
- ■ Computer Program (internet access required)
- ■ Trainer's PowerPoint
- ■ Team Briefs
- ■ Data Request Forms
- ■ Sets of three Staff Timetables
- ■ Robin's Timetable Forms
- ■ Delegation Forms

This activity is for face-to-face and virtual training. It is supplied as a hard copy pack and the digital files are supplied via the Northgate Trainerhub (or you can purchase digital files only).

Five-year licence

This Northgate training activity comes with a five-year licence for repeat use with up to 24 participants. A licence is required for each site (or remote hub). To use with larger groups or for multiple site licences please contact us for a quote.

Ideally suited to

Time management courses, to give a hands-on, learning-by-doing component, where delegates can practise their skills - and get a score to indicate performance.

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Customer reviews

" I use Managing Time as the opening activity in our Supervision & Delegation training - for those new(ish) to line management and supervisory roles. It's *challenging* but flexible as it can be debriefed in various ways depending on the needs/interests of the group. *Brilliant!* Northgate is my *favourite provider* of learning activities.
Anne Grove, Global Head - HR & Development, Cmed Ltd

" I have just completed the Managing Time activity today during a Leadership and Management programme. The feedback as usual was absolutely *excellent*. It is an *intense interactive activity* and sets the scene perfectly for deeper conversations about time management and delegation.
Annie Lindsay, Director, Tickety-Boo Training

Trainer's role (full guidance supplied in Trainer's Notes)

- Briefly introduce the activity using the PowerPoint presentation provided and arrange group in 1, 2, 3 or 4 teams.
- Issue the Team Briefs, Delegation Sheet and Robin's Diary.
- Observe teams in action, but do not get involved.
- Be ready to receive information requests. Eg the staff diaries, re-scheduling existing meetings, and 'other languages' spoken by Wendy?
- Meanwhile, start the computer program and enter the number of teams participating.
- At the 90 minute point, or before, collect teams' forms and transfer data to the computer program for analysis.
- Issue the final reports and scores to teams. Announce the winning team.
- Lead a discussion to draw out the key learning points and complete Action Plans.

Northgate says...

Teams are aiming for a score of 70% or more!

Excellent 70-100%
Good 60-69%
Average 50-59%
Poor 40-49%
Very poor 0-39%

It's surprising how often teams miss scheduled appointments, delegate without checking diaries and delegate to the wrong person!

Ordering is easy!

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Fast delivery

Digital files are accessed via our online Trainerhub and the hard copy pack is sent via courier:

£15 UK (next working day)
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£39 International (1-5 working days)

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