



Time Trial!

FACTSHEET

A SHORT, sharp activity to deliver KEY LESSONS on time management.

-  **1 hour + debrief**
-  **3-24** (up to 4 teams of 3-6 per team)
-  **For staff at any level**
-  **No computer program**
-  **550** (hard & digital copy) or **499** (digital copy) ex VAT



Learning objectives

- how to prioritise: important and urgent, important but not urgent etc
- when to delegate and to whom
- when to just say NO
- when to hold face-to-face meetings
- when to delegate upwards
- how to avoid diary overload

About the activity

Talk to staff in any organisation and they usually agree that there is “too much to do”. But often, it’s simply a matter of being more disciplined and taking a few moments, on a regular basis, to plan the time available.

In this 60-minute activity participants, as the General Manager at *Cavendish*, are faced with ongoing projects and a stream of new emails. It’s the start of a new week and there’s a lot of ‘things to do’. It’s the perfect time to take a few moments to organise the week ahead:

- to plan the diary
- to prioritise the workload
- to decide where/how to best utilise staff
- to arrange meetings where necessary
- to sometimes just say ‘NO’.

Teams - or individual participants - use two forms: *Your Diary* and *Your Action Record*, on which they record their plans. A simple scoring system enables teams to be assessed and get a benchmark for improving their time management skills and productivity in the workplace. In addition, the emails reveal some organisational problems at *Cavendish*. At the end, participants are asked what the four underlying problems are and how they influenced their planning. A very easy activity to facilitate.

Pack contents

- Trainer’s Notes
- Team Brief
- Set of Databards (Emails)
- Handout 1: Your Diary
- Handout 2: Your Action Record
- Handout 3: Top Tips
- Specimen Answers: Handouts 1&2

This activity is for both face-to-face and virtual training. It is supplied as a hard and digital copy or you can opt for digital 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

Illustrates planning and organising competences. Use it as a hands-on tool on Time Management courses, either as a starter or to reinforce newly-learned theory. Use also as an assessment tool.

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Customer reviews

“ Time Trial! has been a useful way to *showcase the skills* we talk about in our Time Management course at the end of the day. Delegates *really enjoy* using it.

Learning & Development Advisor, Redrow Homes

“ I've used Time Trial! (formerly InBox), Hotel and Decisions! Decisions! and all three are very much worth the investment. They bring out *fantastic learning objectives*, are *easy to facilitate* and the supporting materials are great; what's most important is *they work!*

Sam Holland, Head of L&D, Talarius Ltd

“ The activity *went down a storm!* Thanks again for your assistance!

Meghan Davis, Learning & Development Coach, Furniture Village



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

- Briefly introduce the activity and arrange the group into teams (or individuals).
- Issue Team Briefs which sets the scene and lists ongoing projects.
- After 15 minutes tell teams they have 60 minutes to complete their task - and issue forms: Your Diary and Your Action Record and a set of 14 Emails.
- Observe teams (but do not get involved). After 10 minutes issue the first of six additional emails - and then issue the rest, one every 10 minutes, so that the final email is issued just a moment before the 60 minutes is up.
- At 60 minutes stop the session. Ask teams to identify the underlying problems at *Cavendish*.
- Debrief the activity by leading a discussion to the whole group. Work through the forms, reveal the 'right' answers and allow teams to score their forms. They can then compare their decisions - usually provoking a lively discussion. (Remember, the principles of time planning are the issues rather than the exactly right response to a particular email).
- Summarise the key learning points and announce the winning score. (Performance rating indicator supplied in the Trainer's Notes.)
- Issue 20 Top Tips handout to take back to the workplace.

Northgate says...

Time Trial! makes serious points and generates good energy levels. Participants get caught up in this realistic scenario that mirrors the day-to-day workplace.

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Northgate customers

