

# Personal Effectiveness Cards **FACTSHEET**

**Empower delegates to manage their time at least 20% more effectively. Transform attitudes in under one hour!**

-  **30-50 minutes + debrief**
-  **3-18** (up to 3 groups of 3-6 per team)
-  **For staff at any level**
-  **No computer required**
-  **250** ex VAT



## Personal Effectiveness



### Learning objectives

- to be aware of one's job description
- the need for a daily plan
- the need for clear objectives in your workload
- the importance of establishing priorities
- to say "No!"
- to avoid procrastination
- to identify time-wasting activities

### About the activity

Small groups, simply work through a set of 30 cards, discuss the issues raised and reach a conclusion on each card.

Through the questions and tasks on the cards, participants analyse the way they use that precious commodity, time. Do they know exactly what you are supposed to be doing each day? Do they plan ahead properly? Are they aware of their ingrained time-wasting activities?

Others cards will probe the organisation's approach to time planning, individual responsibility and level of efficiency.

A third group of cards give specific tasks to do - all related to the use of time and personal effectiveness at work.

It's important for participants to be open and honest and ready to face up to any unpalatable facts - but they won't be alone - and the activity fosters a spirit of good humour.

They will leave with down-to-earth tips, techniques and simple rules they can easily put into practice back at work - to make their time go further.

### Pack contents

- Trainer's Notes
- Sets of 30 Cards
- Handouts - supplied as PDF files:
  - Short Term Action Plan
  - Long Term Action Plan
  - Key Points

### Ideally suited to

All staff, to focus on simple, common sense ways to improve their personal time management - and make some permanent changes, for the better, back at work.



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## Customer reviews



I use this activity as part of either a Time Management Course or a Managing for Effectiveness Programme with team leaders and middle managers. The best learning points are self awareness, sharing 'good' ideas, and a different approach. Lively, thought-provoking and a quick and easy way to help people consider their current practices and identify ways they can improve. I think Northgate products are great – I've not bought one that doesn't work yet –thank you.

**Susannah Hopwood, Consultant, Summerfield Sanders**



Used for time management, in the development of half day course, it is an activity addressing all learning styles. Not just a 'here's how to do it' course. Generated discussion and thought processes from participants.

**Sarah Devenish, Training & Process Manager, Total Gas & Power UK**



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

1. Divide participants into small groups of 3-6 per group.
2. Issue each group with a set of the 30 unique cards. The stack of cards can (optionally) be arranged by the Trainer before the start so that all groups tackle the same issues. However, if groups are in close proximity, you may prefer for teams to tackle the cards in a random order, as teams are not then discussing the same issues at the same time. (which can be distracting).
3. Observe and make a note of salient points in each group's discussion.
4. Issue Action Plans for completion.
5. Lead a Debrief on the key learning points.

Full debrief notes are supplied and the Handouts are supplied digitally.

## Northgate says...

Trainers tell us how the cards stimulate some fantastic discussion about real situations that staff currently face. The debrief consolidates - and provides practical solutions to take back to the workplace.

## Ordering is easy!

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## Northgate customers

