

MANAGING TIME AND RESOURCES

Length: 90mins, Half Day

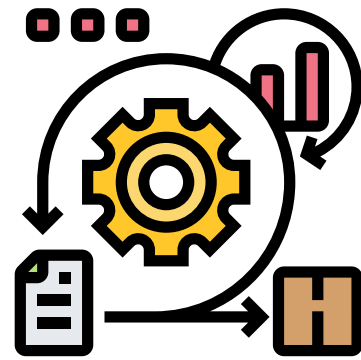
Delivery Option: Face-to-Face, Virtual

INTRODUCTION:

Managing time and resources effectively is crucial for the success of any team project. In this skills training program, employees and managers will learn how to set priorities, delegate tasks, and manage time and resources within a team setting.

Training Aims and Objectives:

- Understand the importance of effective time and resource management in team settings
- Learn how to set priorities and delegate tasks within a team
- Learn how to create and adjust a plan for managing time and resources
- Practice time and resource management through group exercises



Methodology:

- Lectures and discussions on the theoretical foundations of time and resource management in team settings
- Group exercises to practice and apply techniques for managing time and resources

Frameworks covered:

- The role of communication, transparency, and goal-setting in time and resource management
- The impact of diversity and inclusion on time and resource management in team settings
- The use of project management tools and techniques in managing time and resources in team settings

Conclusion:

At the end of this training program, participants will have a strong understanding of the importance of effective time and resource management in team settings and the skills and strategies needed to set priorities, delegate tasks, and manage time and resources within a team.

Participants will be able to apply these skills and strategies in their own work settings, leading to increased efficiency, productivity, and success in collaborative projects.

