

TEACHING 2 INSPIRE

Managing Time

This course is intended for anyone in a leadership role needing refreshment or taking on that first challenging post. The focus is to determine skills and qualities that need to be developed and propose working strategies to improve the effectiveness of the team leader. It is an ideal preparation for application processes or interview preparation.

- To consider the importance of time management in determining personal effectiveness
 - To realise the potential for improvement
 - To recognise threats and constraints
 - To build a plan for better use of time

COURSE CONTENT

Introduction: the need for life change and personal commitment.

Self analysis: considering own strengths and weaknesses in time management.

Recognising threats: personal and institutional time 'bandits' and time wasters.

Time management tools: tricks of the trade to help control time.

Individual approach: daily habits and routines to make the most of available time.

Institutional approach: ways to improve whole school management of time.

Guidance notes are provided.

These are available as an alternative to a delivered programme.

Course Fee: £400

Materials only: £75