



Leadership Skills: Time Management and Etics

Date: 27 November 2019

Venue: Blackheath Johannesburg

Duration: One Day



Leadership Skills: Time Management and Ethics

Why Choose this Training Course?

Time management is the active process of planning how time is spent to maximize productivity. It involves planning and organizing daily activities into specific time periods to increase efficiency and increase the likelihood that required tasks get worked on or completed. Effective time management can give the impression of increasing one's available time because task lists get completed within set hours freeing up time later in the period for other things. Within organizations, time management seeks to reduce wasted time by prioritizing projects and work that have the greatest impact on financial goals.

Employee time is engaged strategically to maximize revenue. Tools for effective time management include setting goals, creating lists, using calendars and ranking tasks.

Course objectives:

- Know the difference between effective and efficient
- Eliminate the 10 biggest time wasters in business
- Implement guidelines for scheduling your time and activities to maximize your efficiency
- Finding Hidden Time
- Know the definition, focus, and importance of ethics in business
- Employee ethical responsibilities
- Ethical problem solving
- Leading ethical conduct

Who should attend:

- Managing Directors
- Directors
- Direct Managers

FACILITIES FOR PARTICIPANTS

- Comprehensive Training Material
- Certificate of Attendance
- Stationeries: (Pen and Writing Pad)
- Training Room with Full AC Facilities and multimedia
- Subject matter expert facilitators who are qualified and accredited.
- Post assessment and feedback forms will be completed by the delegates at the end of training to ensure that training needs were met.
- The training takes place in a classroom environment using technology or online with virtual facilitation and coaching.
- Kindly bring own laptop

INVESTMENT

R 3, 750.00 Per Delegate (Exl. Vat)

NB: You will receive a 10% discount for bringing more than 5 delegates, and training will be held at your office for bookings of 5 or more people.



COURSE CONTENT

MODULE 1

Effectiveness

- Know the difference between effective and efficient, apply the three stages of managing time, write result-driven mission statements, set SMART goals, prioritize tasks, and manage multiple "A" priorities.
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MODULE 3

Scheduling SMARTs

- Implement guidelines for scheduling SMART goals and activities to maximize your effectiveness and efficiency, schedule recurring activities, record and track progress using your natural energy cycles.
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MODULE 5

Maximizing Productivity

- Know how to avoid procrastination, apply guidelines for delegation, get more done in less time, implement tips on balancing home and career.
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MODULE 7

Employee Ethical Responsibilities

- Know three employee rights, apply lessons from an "Ethics Hall of Shame," understand your ethical "circle of influence," and identify 14 employee ethical responsibilities.
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MODULE 9

Ethical Problem Solving

- Understand four common ethical business problems, implement four stages to ethical problem solving, and know the steps for whistleblowing.

MODULE 2

Efficiency

- Utilize six criteria for increased efficiency, apply guidelines for streamlining paperwork, and eliminate the 10 biggest time wasters in business.
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MODULE 4

Finding Hidden Time

- Apply shortcuts to save time, know how to make the most of downtime, make a game out of saving time, create chunks of time, and use the power of leverage to reduce effort.
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MODULE 6

Introduction to Ethics

- Know the definition, focus, and importance of ethics in business, understand the origins of ethical values and conduct, identify the complexities of ethical dilemmas, comprehend five ethical philosophies used to justify behaviours, and know the three top causes of unethical business behaviours.
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MODULE 8

Ethical Dilemma Decision-Making

- Know three philosophical approaches for resolving ethical dilemmas and apply seven steps to ethical dilemma decision-making.
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MODULE 10

Leading Ethical Conduct

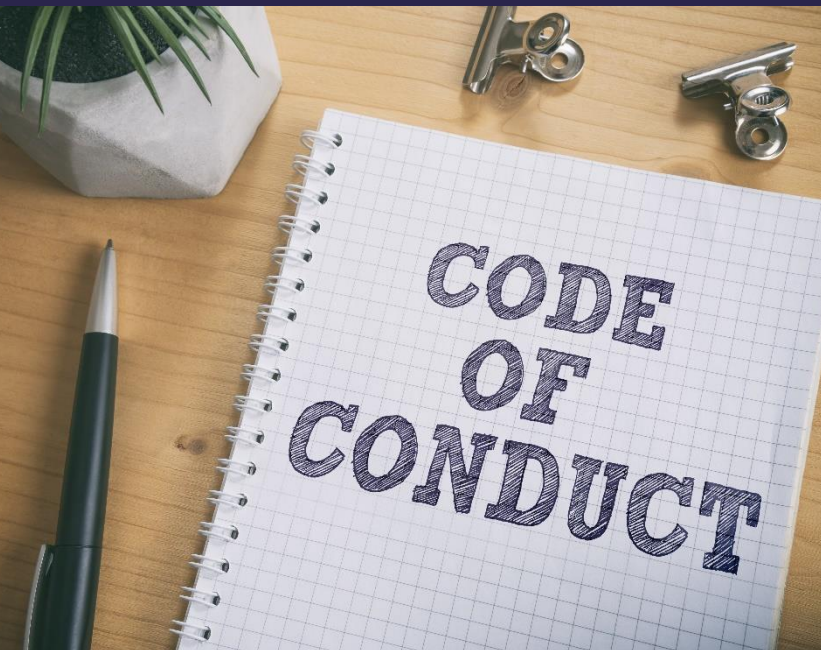
- Know the three most pervasive ethical business misconducts, identify six common excuses for unethical behaviour, understand the components of ethical conduct, apply 11 guidelines for leading ethical conduct, and implement the Three R's for leading ethically.

THE CERTIFICATE

Chart Learning Solutions Certificate of Attendance for delegates who attend and complete the course

DURATION OF THE COURSE

One Day



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Please do not hesitate to contact us on:

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