



Time Management for Peak Performance

An interactive 1 hour workshop designed for delivery over the telephone.

Who should attend: All levels and all roles whom want to manage their time more effectively for optimum results. Based on the Stephen Covey 4 quadrant model, this workshop dissects where current time is going and then assists in building a model for more effective performance.

Outcome expected: Understanding of what is important to achieve; understanding of the difference between reactive and pro-active recruitment; confidence with managing time more effectively to KPI's and goals.

CONTENT

1. What exactly is time management
 - a. The seven habits of highly effective people
 - b. The four quadrant model and how it relates to recruitment

2. Where are YOU spending your time?
Interactive exercise
Case Studies to highlight effective performance

3. How to structure your day for peak performance

4. Tips from the experts

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