



Time Management

Using Personality Types to Manage Time.

1 day workshop

Programme Aims

To help participants master Time Management skills so that they can work smarter not harder!

Outcomes

Participants will better understand how their own behaviours affect their use of time, and learn new behaviours that will increase their effectiveness at work.

Learning

- Tempo – producing high quality end-results ‘on time’
- Passion – steering with vision and the important
- Self-Empowerment – self-belief and saying ‘no’
- Integration – using team types productively

Pre-work

Participants need to know their Myers Briggs personality type. (If this is not known, go to www.humanmetrics.com and complete the ‘Jung Typology Test’.) They also need to bring a copy of their job role with them together with a list of their current priorities.

Programme

AM

- ❖ Welcome; personal aims; approach
- ❖ Our personality and experience of time
- ❖ Tempo

PM

- ❖ Passion
- ❖ Self-empowerment
- ❖ Integration

Participants Feedback

- The Course was very good – the bite size chunk suited my learning well.
- Learnt that I need to follow my creative side
- Very good and helpful. Managed all types well.
- Very good. Plenty of experience and great examples used.
- Useful to consider how we could deliver more efficiently.
- Good delivery and pace; mix of tutor lead and participation.

Ian Keenan is a change facilitator coming from a sales and marketing background at Director level in the corporate pharmaceutical industry. After a Principal Marketing Lectureship at the University of Greenwich, he developed a pragmatic approach to leadership and management development with corporates such as Whitbread, Esso and Chloride as well as Government Departments, both in the UK and globally. In addition to his first degree, Ian holds a Diploma in Counselling from Oxford, and is an accredited Myers Briggs coach.