



MONKEY MANAGEMENT

ONE DAY TRAINING COURSE

COURSE OVERVIEW

We are all being asked to achieve higher levels of performance under increasing time pressures. Do you want to reduce time wasted and manage yourself better?

Discover how to balance your time at work & home which will make an impact on retaining quality time for 'you' inside & outside work. If you find it difficult to manage your tasks within the available time in a day then this training is for YOU.

COURSE OVERVIEW

Every second manager has a monkey problem, & almost 20% of all managers find themselves in the monkey trap;

This means that the manager is so busy every day, in handling a mountain of operative tasks, e-mail messages and similar items, that he no longer recognizes the basic problem of "ineffectiveness" or, paradoxically, does not have any time for solving his time problem.

ONE DAY | 0900 - 1700 HRS

USD 1,400.0 / SESSION

15 PARTICIPANTS

COURSE CONTENT

- Major time eaters
- Reactive vs proactive - approach
- Recognize & overcome resistance
- Recognize key accountabilities & tasks
- What is a monkey?
- How do you get monkeys?
- What is the process?
- Managing other people's monkeys?
- How do we manage all our monkeys?
- How do we prioritize?
- Day plan - month plan & yearly plan

WHO SHOULD ATTEND

- Professionals to be promoted to the position of managers
- Professionals having difficulty with managing and completing their daily routine tasks.
- Office manager
- Branch managers
- Team leaders
- Supervisors
- Department heads