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| <p>Title: Time Management: Getting a Better Work Life Balance (Tools and approaches to improved time management & prioritization) Repeat of the session run in 2020</p> | |
| <p>Overview / Session Description</p> | <p>This workshop is an introduction to time management. Effective time management can improve your productivity, enhance your job satisfaction and decrease your stress levels and get a better work life balance. This is particularly relevant to reflect the 'new way of working'</p> <p>This is an introductory course designed for those with little or no knowledge of the subject and is also suitable for those who wish to refresh their skills or improve their time management to get a better work life balance.</p> <p>This is an online webinar session, designed to develop the knowledge and skills of the technicians and to add and develop tools in their 'toolbox'. The session will use real examples from technical staff within Midlands Innovation.</p> |
| <p>Audience</p> | <p>Technicians from the 8 MI partner institutions</p> |
| <p>Duration</p> | <ul style="list-style-type: none"> • 120 min online virtual webinar session; • A standalone session |
| <p>Session details</p> | <p>Date: Tuesday 20 July 2021 Times: 10.30-12.30 (120 min)</p> |
| <p>Session Aim(s) and Objectives</p> | <ul style="list-style-type: none"> • Identify the barriers to managing your time effectively and efficiently • Understand various approaches to time management and how to apply them effectively • Assess current demands of your role and priorities • Considerations for a better work life balance • Provide an opportunity to network (virtually) and have peer and inter-institutional support and learning. |
| <p>Key Learning Outcomes</p> | <ul style="list-style-type: none"> • Gain an understanding and increased knowledge of tools, techniques and approaches to improve time management • Develop knowledge and skills • Create an action plan that will facilitate improved time management and ways to create a better work/life balance • Networking opportunity. |
| <p>Structure of the session and key activities for participants</p> | <ul style="list-style-type: none"> • Input, information sessions. • Groupwork / interactive activity / exercises using mini case studies, scenarios - working in smaller mixed groups. • Share practice & peer learning opportunity using a coaching developmental approach. |
| <p>Delivery mode</p> | <p>Online / virtual session using Zoom A blended approach of input, information and content including group work enabling engagement, interaction and application to the workplace.</p> |
| <p>Session requirements</p> | <ul style="list-style-type: none"> • Internet access required • Computer with mic and camera <p>Attendees will need access to a computer/ laptop. (The zoom link will be sent prior to the session, therefore you are not required to download the relevant app.)</p> |

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| Pre-work / post-work requirements | <p>Pre-work: To read / prepare relevant materials, if applicable - will be no more than 30 mins pre-work. Introductions/expectations / tip(s) via padlet or similar Complete a record of how you typically spend your time and bring it along to the session. Two tips you use to better manage your time</p> <p>Post-work: Complete feedback form</p> |
| How to book | Sign up to our training courses here |
| Course facilitator | Sandy Sparks, MI TALENT Technical Training Manager |