

## **Course Programme**



### **Oxford Medical Time Management and Working under Pressure 1 day course**

As an NHS professional, much of your time is taken up with scheduled duties. That makes it even more important that you use your flexible time as efficiently as possible, so that you can also have a life outside work. Time management needs can be specific to the individual, so this course will enable you to diagnose your own particular needs and take action on them. Personality plays a part, as do the principles by which you prioritise tasks and the way you communicate and delegate. You can also use strategies to improve your concentration and productivity. This course will give you an opportunity to thoroughly analyse your own time management issues and go away with an action plan to take more control.

This course will enable you to:

- Diagnose individual time management issues
- Understand how personality affects time management
- Overcome time stealers
- Choose time management tools which work for you
- Use goals and outcomes
- Learn how to plan and prioritise
- Manage risk
- Overcome procrastination
- Communicate assertively for time management
- Increase personal effectiveness and concentration under pressure
- Delegate effectively
- This course is certified for 6 CPD Points

This course is suitable for all grades of doctors from all specialties including GP's, nurses and NHS managers who wish to improve their time management skills



**The course venue for our Oxford based course is:**



***The Barcelo Oxford Hotel***

Godstow Road

Oxford

OX2 8AL

Tel: +44(0)1865 489988

Plenty of free parking is on site and a 10% hotel booking discount can be obtained if you mention us when you book your accommodation

**The course venue for our London based course is:**

***Holiday Inn Hotel***

Coram Street

London

WC1N1HT

**Nearest tube station:** Russell Square 50 meters

**Nearest train station:** Kings Cross, 5 mins walk

For parking and accommodation please contact the hotel which also holds the conference centre

## **Pre-course preparation**

Delegates will receive and be asked to complete a Time Log for a typical working day prior to the course and a questionnaire to help analyse your individual approach to time management. Please bring these with you to the course.

## **Testimonials**

*"It was a very enjoyable day and I know I have learnt a lot, which will help me become more effective at my job as well as part of the team."*

*"Very good points made and plenty of suggestions."*

*"My needs were met exactly, I feel confident that I will be able to apply what I have learnt immediately and well."*

*"Good ideas to manage time better – simple but effective."*

*"Knowledgeable tutor; well paced sessions; questions answered well with useful suggestions; good use of practical examples – I liked the "rocks" thing."*

## Time Management Course Programme

**08:30-9:00** Registration and Coffee

**9.00 – 1.00** Introductory session and personal objectives

Diagnosing individual issues:

How do you currently spend your flexible time?

Using goals, outcomes and leverage tasks

How personality preferences influence time management

Overcoming time stealers

Prioritising – a selection of strategies

Managing risk

A coffee break will be incorporated into the morning session

**1.00-2.00** **Lunch**

Improving time management through communication strategies including saying “no”.

Delegating effectively

Research-based methods for increasing personal effectiveness and concentration under pressure

Individual action plan development

A coffee break will be incorporated into the afternoon session

**5.00** Summary and Course Close