

# EXPERT

EXPERT & PROFESSIONAL EXCELLENCE FOR TRAINING & CONSULTATIONS

## *Time Management and Leadership Excellence*

### *Course Objectives*

- Enhance personal and professional productivity through effective time management.
- Build essential leadership skills to influence, motivate, and drive results.
- Learn to balance task management with people leadership.
- Develop habits and strategies to lead with clarity and efficiency.

### *Course Outline*

#### *Module 1: Foundations of Time Management and Leadership*

- The relationship between time management and leadership
- Characteristics of effective leaders and time managers
- Common time-wasting habits and leadership pitfalls
- Identifying your time management and leadership style

#### *Module 2: Tools and Techniques for Time Management*

- Prioritization frameworks: Eisenhower Matrix, ABC method
- SMART goals and aligning tasks with strategic objectives
- Planning and scheduling methods (time blocking, calendars, task batching)
- Overcoming procrastination and managing distractions

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## **Module 3: Leadership Skills for High-Performance Teams**

- Communication and delegation: managing people and tasks effectively
- Empowerment and motivation strategies
- Conflict resolution and decision-making under time pressure
- Leading by example and developing accountability in teams

## **Module 4: Balancing Leadership Responsibilities and Time Demands**

- Managing time during crises or high-pressure projects
- Emotional intelligence in time and people management
- Time management in meetings and collaborative environments
- Work-life balance for leaders

## **Module 5: Personal Productivity & Leadership Development Plan**

- Building daily routines and productivity rituals
- Time and goal audits for continuous improvement
- Leadership growth roadmap
- Final workshop: Create your personal action plan for time-efficient leadership

Course Location	London - Hyatt Regency the Churchill
Start Date	18 Aug 2025
End Date	22 Aug 2025