

Time and Territory Management

“One size fits all” – research at HBT has shown most training programmes designed to improve how we use our time more efficiently are aimed at everyone in the same way. That could be why some people attend a “Time “Management” programme really benefit from the process and some people don’t change anything as a result of attending the programme.

However, we are all different. We are different in the way we approach our daily tasks to begin with. Think about your colleagues. Some are very organised and structured in their approach and some are more erratic in the way they do things, but we all get results.

A “one size fits all” time management programme is flawed for that reason. Structured people like to work in a structured way and will take on board any way to increase the efficiency of that structure they can. Unstructured people also want to improve the way they utilise time but not by making it more structured.

This intensive program breaks the focus on traditional time management tools and scheduling aids, concentrating instead on managing *activity* rather than time. Critical pre-seminar exercises have participants log their actual activities over a three-day work period. We then take them through exercises which link those activities to company mission, the mission of their own job, and to their personal values before identifying which activities are *most important* in the service of those missions and values, and which are *most urgent*.

We also ask them to complete a “What’s my time style?” psychometric test which will allow us to work with them in a format that fits their existing way of working.

Case Study: Paragon Retail Finance

Our sales team are all home based and we therefore have limited opportunities to manage and appraise their progress. We find that by regularly investing in training in maintains morale and motivation and therefore does not just leave us dependant on managing our team by results.

Experience has taught us that working with a training company that takes time to understand your issues and provides solutions based training has a much deeper impact than an off the shelf programme.

Going into the HBT programme we did have some issues around motivation and efficiency, however each member of the team had different issues relating to the two main problems. As the HBT programme was workshop orientated and dealt with issues on an individual basis we achieved excellent feedback and results, far more than any other time management programme we had previously organised.

Nicki PictonTraining and Development Officer.

Course Objectives

At the conclusion of the programme delegates will have:

- assessed their current time-management capabilities, strengths and improvement opportunities
- identified their company's mission, the mission of their own job in supporting company objectives, and those personal values which are served in doing their job effectively;
- developed a personal mission statement which aligns with the company's mission and values;
- learned a set of time- and territory-management techniques and practices which they can apply immediately on the job;
- minimised the negative effect of a current time management problem;
- developed a daily work schedule that enables them to meet their high-priority responsibilities while reducing the time they currently spend on low-priority tasks.

In all, they will have found concrete ways to accomplish more in each work day, add more value for your organisation and deliver more earnings and greater satisfaction in their own lives.

Training and Methodology

The objective of this programme is to teach a mixture of planning processes and skills. A lower trainer: delegate ratio ensures that trainees are given personal attention and encouragement in applying concepts to their own real life scenarios.

The training skills are based on HBT's fundamental principle that learning is doing. Participants are given the basic tools and together they plan and carry out role plays and activities in simulated scenarios. From these they receive accurate and objective feedback on their performance from both their colleagues and the trainers.

Materials

In addition to a comprehensive library of user-friendly reference material giving explanations of key concepts, delegates also take away from the programme detailed analysis of their performance during the programme with recommendations for further skill development.

All activities can be customised by request.

Duration

Normally two days. Other timing designs can be tailored to suit individual client requirement.