Introduction to Planning, Delegation & Time Management

Learning Outcomes
Recognise the benefits of improving planning, delegation and time management.

What you will need:

- Handout – Pre-course work
- Handout 1 – Time management quotes
- Handout 2 – Planning quotes
- Handout 3 – Delegation quotes
- Presentation equipment/Wi-Fi if you are going to play the video
- Flipchart and pens
- Sticky notes and pens

Content and suggested timings:

Introduction and quotes icebreaker	20 minutes
Pre-course work review and discussion	15 minutes
Why are planning, delegation and time management important?	30 minutes
Facts and figures	5 minutes
Total duration:	**70 minutes**

If there is time before you begin this module, is there a need for you to briefly address the issue of participation of delegates impacting their own learning. Do you have delegates who are passive? See if you have time to play this Amy Cuddy TED talk on 'Fake it 'til you make it'. It's roughly 20 minutes long:

https://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are

Introduction

Welcome delegates and introduce this session. This session is about planning, delegation and effective time management. These three areas are closely linked which is why we look at all three together.

The purpose of today is to give you tips and pointers. We are all different and therefore work differently. One technique will work well for one person and not so well for someone else. Today though is an opportunity to find things that work well for us and as leaders we need to do these things well as we are the role models and standard setters for those who work for us.

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