

E-learning: Time Management

Synopsis

Strong time management skills are worth their weight in gold when it comes to surviving your training contract.

This course looks at techniques for improving your time management. The first module looks at how you can make the most of your day by planning and prioritising your work effectively.

The second module looks at the delegation process.

Duration

Completing this course provides 1 hour of PSC Electives

Format

E-learning

Delegates

Trainee solicitors

Outcomes

As a result of completing this course, you will:

- be able to prioritise your work effectively;
- be able to allocate time to ensure you complete your work;
- have techniques to manage competing demands on your time;
- understand the benefits of delegation, for both you and your firm;
- know what steps are involved in good delegation;
- understand your role in getting good delegation from your supervisor.

Content

The course has two modules:

Planning & Prioritising

- What goes wrong?
- Prioritising your work
- Managing your priorities
- Protecting your plan

Delegation

- The benefits of delegation
- Barriers to delegation
- Your role in the delegation process