

PSC Elective – time management

Synopsis

This course addresses the difficulties that trainee lawyers face in handling competing priorities.

Duration

3 hours

Format

Tutor led workshop using case studies, exercises and videos.

Delegates

Trainee solicitors
Maximum 20 per course

Outcomes

As a result of attending the course, you will:

- win back more control over your diary and workflow
- improve your planning skills
- manage other people's expectations
- handle conflicting priorities efficiently
- use your energy effectively, not waste it

Content

1. **What stops you?**
Identifying 'barriers' to time management
2. **Controlling interruptions**
3. **Prioritising**
How to get in tune with your department's priorities
Doing the right things - being efficient as well as busy
Tackling difficult tasks
4. **Planning**
Daily / weekly planning
5. **Routines**
Co-operation on regular tasks
6. **People's expectations**
Managing and meeting expectations
Saying 'No'?
7. **Delegation skills**
Effective techniques for delegating (and being delegated to...)
Playing your role in effective supervision
8. **Case and Transaction Management**
Simple keys to effective project management
Contributing effectively
Ground rules for behaviour at meetings