



**Kenya**  
Red Cross

**ICHA** | International Center for  
Humanitarian Affairs  
At the Kenya Red Cross Society

*Inquire • Understand • Influence*



## **Personal Efficiency and Time Management Course**

The workplace require that we deliver against strict deadlines and juggling competing priorities. Multitasking to deliver complex projects and time-driven assignments often define how we work.

# Personal Efficiency and Time Management Course

In this course, participants will learn skills and techniques of organising priorities and time to achieve specific tasks, projects and goals. Participants will also acquire insights on how to improve their effectiveness in all aspects of life, including personal relationships, communication and self-confidence.

## Would you like to

- Discover how you use time and learn tips of managing this scarce resource
- Focus on what's important, know how to handle what's urgent and deal with competing priorities
- Gain skills and attitudes that you can immediately use to prioritise the things that matter whether at work or in your personal life

## What you will gain

The course will be delivered using real life case studies drawn from participants' work-life's situations. On completion, the participant will be able to:

- Practical knowledge on environmental timewasters and have discussed concrete change action plan to follow
- Understood the key steps in applying Pareto's principles in their work Environment
- Secret of Efficiency using ARC – Affinity, Reality & Communication
- Differentiated Urgent from important work tasks and prioritize long term engagements accordingly
- Understood the key issues challenging own work environment in producing results efficiently
- Running effective meetings / Coaching or Mentoring of team members
- Understood strategies/empowerment methods that can be applied when working with others in a deadline driven environment
- Gained understanding of factors influencing effectiveness/success of their unit / Department / self
- Knowledge of the policy issues influencing establishment and strengthening of farmer organizations

## Who should attend

Participants who want to be effective and efficient in their work, relationships and communication and want to gain control of their lives and how their time is spent.

## Topics covered

Time management and planning principles – Use of prioritizing tools & Techniques – Assertive skills training - Pareto principles – On what does holding a job depend? -Dealing with interruptions at work- Emotions - Energy fuel (nutrition)- Your personal energy action plan- Best practice in effective delegation of tasks- Differentiating Urgent Vs Important work tasks, habits of highly effective people, handle paper work –goal setting- Roles & goals – Habits of highly effective people- GROW Coaching attitude- personal mail & taming technology - Dealing with stressful people- Understanding own body cycle/clock, - Creating understanding and improving key relationships hinged on three things: Affinity, Reality and Communication (A-R-C).

## Duration

3 days

## Certification

Successful participants will receive a certificate of completion.

**For more information regarding our courses and how to apply, get in touch with us through;**

P.O. Box 40712, 00100-GPO, Nairobi, Kenya

Telephone: +254 705464722; +254 787789533; +254 703037671; +254 703037653 Email: info@icha.net

Website: www.icha.net or www.redcross.or.ke



International Center for Humanitarian Affairs



@ICHA\_Intl



International Center for Humanitarian Affairs