

Eagle's Flight



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Time Management – Taming Time

Every individual, from entry-level employee to C-suite executive, wants to be more productive in the time they have - and needs to be to achieve optimal business results! With multitasking, interruptions, and juggling multiple priorities, this can feel like an elusive goal. In Eagle's Flight's experiential learning program, *Taming Time*™, participants will get hands-on experience using practical skills to develop and implement a structure for successful time management. Participants will also learn to identify barriers to effective time management, create an actionable plan and organize their time for personal success, as well as realize that activity is not a substitute for productivity. This will allow every single person to look at their priorities back on the job and walk away with a clear picture of how to achieve the most in the time they have available at work.

THE OUTCOME

Individuals will return to work with the ability, tools, and confidence to:

- Integrate proven time-management techniques into their daily process
- Learn to effectively use daily to-do lists, schedule tasks, and construct daily plans
- Manage competing priorities and seek management support when necessary
- Implement strategies and techniques to reduce procrastination and the impact of interruptions
- Develop a personal action plan to realize the greatest benefit from individual effort



Left with questions? Wondering what a partnership could look like? Give us a shout!

Toll-Free North America: 1-800-567-8079 • International: +1-519-767-1747 • www.eaglesflight.com
Asia Pacific: +65-6805-0668 • Europe: +44 (0) 1753-533010 • South America: +55-11-3050-2210

THE DETAILS



1-day
program



10 - 30
participants



Ideal for training
team members at
all levels



Customization and
delivery options
available



Post-course
reinforcement
available

THIS ISN'T YOUR ORDINARY LEARNING EXPERIENCE

An Eagle's Flight experiential learning program is unlike anything you or your participants have seen before – it's not another lecture, case study, or role-play. It's an immersive, learn-by-doing experience, where the learning is embedded in an engaging activity. Why do we do this? It allows participants to simply be themselves in the experience, and act as they normally would at work. This is where true behavior change begins.

By personally experiencing the results that come from applying their existing behaviors, participants see the link between their performance in the experience and the changes they need to make to maximize performance at work. A powerful debrief reinforces the lessons learned in the experience and shows how to apply those lessons back on the job. New competencies are developed, learnings are retained, and individuals are more likely and better able to enthusiastically apply their new knowledge to improve their day-to-day performance.



"The use of your experiences to build understanding and conviction is an Eagle's Flight trademark; and one which, in my opinion, is a true differentiator that sets you apart from all others in your field."

Marc Caira, Vice Chair, Restaurant Brands International



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