

# Babel

LANGUAGE AND CULTURAL TRAINING



Our Personal Effectiveness and Time Management course is designed to equip participants with essential time management and self-management skills to enhance personal productivity and achieve a sustainable work-life balance.

Through a blend of theory, reflection, and practical exercises, participants will explore key principles and strategies for managing their time, handling stress, and communicating assertively.

By the end of this course, participants will have a comprehensive understanding of how to manage their time and workload more effectively, reduce stress, and improve their overall work-life balance.

## PERSONAL EFFECTIVENESS AND TIME MANAGEMENT

### COURSE OUTLINE

#### Course Duration

Face-to-face: 1 day

Online: Two x half-days

#### Group Size

We recommend a maximum group size of 12.

#### Course Fee

Our fees depend on the course duration, how many participants will be attending and the scale of the overall programme. We are happy to work within a defined budget.

#### Contact

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Director

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**Topics Covered:**

**Self-Management and Motivation:** Explore techniques for managing your own productivity and motivation. Learn how to effectively organise your workday and maintain focus on your goals.

**Handling Stress:** Dive into Ken Blanchard's Work-Life Balance model to identify areas of concern and develop strategies for managing stress in a fast-paced work environment.

**Introduction to Assertiveness:** Understand the fundamentals of assertiveness and how it can help you gain control of your time and communicate more effectively.

**Reflection on Key Concepts:** Engage in reflective exercises on managing yourself and your time, achieving a work-life balance, and being assertive in various situations.

**Practical Application:** Prepare a real-world example of how communication with management, suppliers, or customers has impacted your ability to manage time. Learn how to communicate assertively to influence outcomes and make recommendations that others will act upon.

**Delegation and Prioritisation:** Learn about the 5 Levels of Initiative and how to delegate tasks effectively. Understand the difference between urgent and important tasks, and develop skills for prioritizing and managing your workload.

**Effective Communication:** Gain strategies for managing time spent in meetings, on emails, group chats, and social media. Learn how to communicate effectively to reduce time-wasting and improve productivity.

**Strategies for Remote Working:** Explore best practices for remote work, including agreeing on working methods and next steps as a team to reduce stress and balance effectiveness with efficiency.



## Language Training

Babel offers inspiring and interactive lessons in all major languages from Beginners to Advanced. Tailored to your own specific goals and scheduled at a convenient time, you'll receive support and motivation from your own native-speaking tutor.

## Cross-Cultural Training

Cultural competency is a skill for anyone working in a global organisation. We help people recognise and understand the inevitable cultural differences they encounter and develop the skills necessary to successfully manage these differences.