



MONKEY MANAGEMENT

Classic 'Time management' training helps people to do things more efficiently and more effectively. This can be very helpful, but what if people are busy doing things they don't need to do? Monkey Management is about helping managers to spend their time on things they SHOULD be doing, and not being distracted into 'busyness' doing things that really, they shouldn't.

Based on the work by William Oncken, this half-day workshop helps people to take a step back, and re-evaluate how they are spending their time, and use it to maximise their effectiveness.

Objectives of the Workshop:

By the end of this workshop, delegates will be able to:

- Describe the difference between busy and productive.
- Explain the different types of 'time' they have, and how each should be used.
- Identify their personal 'monkey's' that distract them and take up all of their time.
- Apply the four rules of 'monkey management' to regain control of their own time.
- Use a range of techniques to enable them to refuse monkeys in the first place, and regain control of those they have.

Topics Covered

- The difference between busy and productive.
- Identifying the different demands on your time.
- Identifying Monkeys.
- The 4 Rules of Monkey Management:
 - Defining the monkey
 - Assigning the monkey
 - Insuring the monkey
 - Feeding and check-ups
- Other techniques for taking back control.



The materials for this workshop can be purchased at

http://www.power-hour.co.uk/ourshop/prod_1172585-Managing-Your-Monkeys.html

Materials include:

- A 13-page Trainers Guide
- A 22-page Delegate Workbook
- PowerPoint slides, activity handouts and exercise cards