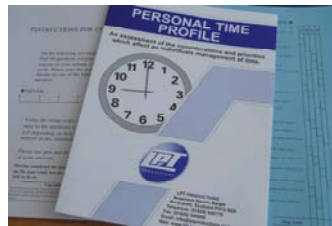


PERSONAL TIME PROFILE

TRAINER'S GUIDE



Introduction

The Personal Time Profile contains 75 questions together with a scoring section and an interpretation of the results. An action plan is also included within the profile.

You will need:

1. A basic knowledge of time management principles.
2. The necessary sensitivity that a tutor needs in the everyday handling of such courses where observation, analysis and critiques are part of the course structure.

Before going into a recommended chronology for the use of the questionnaire, there are some general points which should be made about the use of this form of training aid.

Experimentation

Obviously you should take a copy of the Time Management Profile, complete it, and then score it - strictly to the instructions! This will give you a feel for the questionnaire and an understanding of its mechanics.

Having completed the questionnaire in exactly the same way as a trainee will, you will find it useful to read through it again - alongside the chronology which follows.

When interpreting your score, remember to read ALL the different results areas. The explanatory paragraph is fairly brief for each key result area. You will find it useful to read through all of them in order to prepare the input session where necessary.

Timing

Within a course of 12-15 trainees, you may find a difference of five minutes or more between the quickest and slowest at completing the questionnaire. Average time taken is approximately 20 minutes. Sometimes it is necessary to have the trainees complete it during the course time, but when it is possible two other methods can be used:

1. The questionnaire can be sent out as pre-work with the course joining instructions - so that all course members arrive with it completed.
2. The Personal Time Profile can be given out on the course for completion in the evening of the first day (two day course).

Trainers Chronology for the use of the Personal Time Profile

This is a step-by-step guide to using the PTP. Any deviation from this order will reduce the effectiveness of the questionnaire.

Completion

Ensure that the course members complete the questionnaire. As already mentioned this can be done either in course time, as pre-work or as homework during a course evening.

Briefing the trainees on how to complete the questionnaire should be done verbally where possible. When this is not possible the written instructions can be followed.

In either case it is worth emphasising that the seal must not be broken before being instructed to do so.

Theory Input

Prior to scoring the profile you can cover the areas of Goal Setting and Planning, Time Principles, Procrastination, Assertiveness and Coping with Stress. This would be ideal for a full 1 to two day course. However, the beauty of The Personal Time Profile is that it is a mini time course on its own. If all the time available is just an hour or so, then going through the results straight away after scoring is very effective.

The Scoring Process

At the end of the 'Input' session you can now instruct the trainees to break open the seal on their questionnaire - and open up the back cover. The instructions for scoring are written on the questionnaire. Most trainees prefer to have these instructions verbally. It is as well to monitor this scoring process by walking around the delegates. While some trainees will finish the mathematics or scoring faster than others, the time difference does not matter at this stage. Once **everybody** has finished you can interpret the scores.

Interpreting the Scores

You will need to have prepared a short input session giving guidelines on how to interpret the scores. You will find a brief paragraph describing each of the key action areas inside back cover of the questionnaire. Interpreting these profiles will not be difficult and the composition of this input session should obviously be done in your own style.

Conclusion

With a course of up to 10 trainees there should follow a general discussion in plenary. If the course is large enough, then there should be group discussions. Where possible these groups should be made up from people who know each other and can therefore comment on the accuracy of each individual score.

N.B. The profile obtained by each person should be regarded as private. It is certainly personal to the trainee who has completed the questionnaire. Experience suggests that if you ever have a trainee refuse to discuss his/her profile, it is because he/she agrees with it, but does not like it too much. Do not force the issue. The person has almost certainly learned from the experience.