

Africal Leadership Institute and Uganda Management Institute Short Course



MODULE: EFFECTIVE TIME MANAGEMENT AND PEOPLE REPRESENTATION

Module Leader: Dr. Felix Adiburu Andama

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Uganda Management Institute
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PEOPLE REPRESENTATION**

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1. Introduction

Parliamentary business can be fast-paced and demanding; thus, Members of Parliament (MP) need to recognise the importance of managing their time for effective representation. Time management skills can make a difference in how effectively an MP can perform their function of representation, legislation, oversight, and appropriation, among others.

Good time management practices will make an MP more productive and reduces feeling of stress associated with parliamentary business in or out of the house.

In democratic societies, representation of electorates is a key principle. Through these processes, those who are represented get their views considered in decision making processes. MPs perform key functions of representation as a means of protecting public interest. For this reason, an understanding of representation and how best to perform it become critical in an MPs work in Parliament.

However, there is anecdotal evidence point to the fact that not many MPs are able to manage their time well during the competing demands on them, this thus affects their ability to accomplish tasks in time and to effectively represent their constituents.

2. Module Aim

To enhance Parliamentarians' knowledge and skills in time management for effective representation of the people.

3. Module Learning Outcomes

At the end of the module, participants should be able to::

- i. Appreciate the importance of time management in ensuring effective representation.
- ii. Establish linkages between time management and effective representation.

- iii. Identify factors that hinder effective time management.
- iv. Develop strategies to manage time for effective representation.

4. Module Content

Day One: Effective Time Management

- i. Theories of time management
- ii. Time waster analysis
- iii. Time management and productivity
- iv. Self-awareness and time management

Day Two: Effective Representation

- i. Concept of representation
- ii. Theories of representation
- iii. Bottlenecks for effective representation
- iv. Strategies for effective representation

Day Three: Time Management and Representation

- i. Linkages between time management and representation
- ii. Why time management skills are key in effective representation
- iii. Managing crisis, time management and representation
- iv. Information management for effective time management and representation

Day Four: Tools for Effective Time Management and Representation

- i. Time saving action planning
- ii. Daily time logs and analysis of time logs
- iii. Delegation and representation
- iv. Self-management for Effective Time Management and Representation

Day Five: Managing Meetings, Effective Time Management and Representation

- i. Types of meetings
- ii. Planning and Executing meetings
- iii. Documenting meetings
- iv. Making follow-ups

5. Teaching and Learning Methods

- Interactive lectures
- Case studies
- Group work

6. Assessment Strategies

There shall be NO assessment since the module is intended to raise awareness and develop skills to enhance effective time management and representation.

7. Facilitators

- i. Dr. Felix Adiburu Andama
- ii. Dr. Lazarus Nabaho
- iii. Dr. Alfred Kenneth Kiiza
- iv. Dr. Adrian Beinebyabo
- v. Dr. Sylvester Kugonza

8. Reading List

Alec MacKenzie (1972). *The Time Trap*. Amacom. New York.

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