



Duration: 1 Day
Course Code: SSI07

Course Description:

Time Management skills are essential for successful people - these are the practical techniques, which have helped the leading people in business, sport and public service reach the pinnacles of their careers.

Who Should Attend Time Management Training?

- If you are a team leader, supervisor or manager this one day event is designed to help you appreciate the importance of managing time: not only for your own personal effectiveness, but also for managing tasks and teams.

Benefits From Attending The Training:

- Learn to understand your own attitudes, approaches and development areas with regards to different aspects of your personal time management.
- The role of objective setting, targets and effective delegation to help you to use your time more productively.

Course Contents:

- Organising objectives
- Changing Poor work habits of staff and self
- Priorities can be established
- Attitudes to time can be changed
- Motivating techniques
- Methods of investigating use of time
- Planning out time
- Organising your office and your workstation
- Effective delegation / shedding time
- Improving the use of time in areas of communication and resources
- Eliminating time wasters
- Self-management

Related Courses:

- Influencing Skills | Duration: 1 day | Code: SSG19
- Business Writing Skills | Duration: 1 day | Code: SSG03
- Effective Communication and Productive Meetings | Duration: 1 day | Code: SSG09

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

