



Time Management Programme

Overview

To provide the participants with an overview of how they currently use their time, considering how they can be more effective in less time in order to deliver their own personal objectives and key relevant business objectives

Outline programme

- Analyse your current use of time & identify improvement areas
- Recognise & eliminate time wasting interruptions
- Set personal & departmental, short & long term objectives stating your planned steps for achievement
- Identify the necessary techniques to control the following time consuming areas: paperwork, meetings and people

Other information

Suitable for: All employees

Course duration: Half day/one day

New Directions Certificate issued

