

Time Management

Time is an individual's most important commodity, so it is essential that it is utilised as effectively as possible.

This course is designed to provide participants with the opportunity to take stock of their current working practices and explore tools and techniques that will allow them to gain greater control over their time. Organisation performance will be increased considerably if an effective time management strategy is implemented.

course details

Course Duration

One Day

Course Cost

£95 per delegate

Course Location

St. Mellons, Cardiff

Participant Profile

This course is aimed at:

- Individuals who have discretion over how they use their time
- Managers/Team Leaders
- HR/Training professionals

Key Topics

Participants will cover:

- The cost of poor time management
- Time bandits
- Making meetings work
- Handling interruptions
- Delegating effectively
- Setting priorities

Course Benefits

On completion of this open course, participants will understand:

- Time Management styles and how to identify them on a day-to-day basis
- How to use time more effectively
- How to utilise the principle and skills of effective time management
- How to identify potential interruptions and manage them effectively

client testimonial



A very worthwhile course and I look forward to using the tasks in my workplace. I enjoyed learning new ways to use my time effectively.

Matthew Hope, **Pinnacle Lettings**

You may also be interested in...

Essentials of Customer Service

Focuses on the skills required to deliver exceptional customer service, allowing participants to identify a range of techniques that will develop their skills.

Presentation Skills

Designed to give all participants the confidence to use the skills and tools needed when preparing and delivering a clear memorable business presentation.