

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

£950

Maximum Delegates

This course is designed for up to 10 delegates

Training Location

Training can be run at any venue

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 course, participants will understand:

- Time Management styles and 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...

Managing Stress

Designed to enable participants to understand and identify stressors, recognise the impact of stress in the workplace and act positively when managing stress.

Assertiveness at Work

Designed to give participants the ability to formulate and communicate thoughts and opinions in a clear, direct and non-aggressive way.