

Time Management

This course is for anyone who feels they would like to get more out of their working day and for people who feel they would like to take control of their life, in a more focused way.

From attending this course participants will be able to manage themselves and others better to ensure that they achieve their everyday goals. They will also be able to put in place a greater plan for seeing how they can move towards their long-term objectives.

Instructions

By the end of the course delegates will be able to:

- Apply the time management concepts & principles
- Carry out precise work day planning
- Know ways to prioritise the workload
- Control e-mails and telephone calls
- Manage interruptions and keep focused
- Learn to say 'no' assertively
- Decline and delegate tasks assertively
- Deal with time wasters responsively
- Manage meetings in better ways
- Work more effectively with colleagues and managers

This one day programme will be a combination of formal content, experiential workshop activities and exercises. A workbook will be used in the sessions and it will include helpful aids and tools to be used in the workplace and for future reference.

Please advise of any special needs i.e. dyslexia.

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