TIME MANAGEMENT TRAINING

"Time is what we want most, but what we use worst." - William Penn

Time management is an essential skill for achieving success in all aspects of life. This course will equip participants with the tools necessary to better manage their time and resources. Through practical exercises, thought-provoking discussions and video presentations, participants will learn effective techniques to plan and organize their day-to-day activities. The course will cover topics such as goal setting, prioritizing, scheduling, and staying motivated. Participants will be able to apply these tools to become more productive, achieve higher results and make better use of their time. This course will help enhance personal effectiveness and provide participants with the knowledge necessary to better manage their lives.

Key Course Content:

- Plan each day and be more in control of the daily activities
- Prioritise activities to complete critical tasks and achieve organisational objectives
- Manage multiple tasks, managers and deadlines
- Set personal and organisational goals
- Organise desk/office space more efficiently
- The Value Exchange WTII
- Manage daily interruptions in the form of phone, email or drop-in visitors
- Use effective delegation techniques at the workplace
- Manage meetings more effectively
- Allow time for creativity and problem solving
- Manage emails more effectively
- Meet customer and client expectations

Target Audience:
The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.

Duration:
This course is available as a 1-day course or a truncated half-day course.

Delivery:
This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.

Group Size:
We recommend a group size of 4-10 people.