

TRAINING SOLUTIONS NORTH WEST

SPECIALIST TRAINING PROVIDER

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Time Management

COURSE OVERVIEW

This one day workshop is designed to introduce time management theory and give delegates a practical guidance on implementing practical solutions to improve time management and reduce stress.

COURSE CONTENT

- ✓ Effectively plan and confidently prioritise your tasks
- ✓ Implement new systems to improve performance
- ✓ Minimise interruptions and make the best use of the telephone
- ✓ Handle written material efficiently
- ✓ Identify and remove unnecessary 'time stealers'
- ✓ Plan to meet key deadlines which determine success
- ✓ Use thinking time more effectively
- ✓ Get more out of meetings
- ✓ Use delegation when appropriate
- ✓ Develop the principles of time management so that they become common practice

CERTIFICATION

Attendance Certificate

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