Time Management

Online Training

Duration: 105 minutes
Course Code: ONBS23

Course Description:

More often than not, the people who excel in their job, or are high achievers manage their time effectively, in a way that makes them work in a more efficient manner. This course has been designed to ensure you have the techniques to improve your efficiency, output and ability to function more effectively - whether in your ordinary day or when deadlines loom and the pressure is building.

Who Should Attend Time Management Training?

- If you are a team leader, supervisor or manager this one day event is designed to help you appreciate the importance of managing time: not only for your own personal effectiveness, but also for managing tasks and teams.

Course Contents:

- Key Terms and the Benefits of Time Management
- The 6 Laws of Time Management
- Time Stealers and Interruptions
- Time Saving Methods
- Monkey Management
- Meetings and Summing Up

Related Courses:

- Leadership Skills | Code: ONBS21

Give us a call if you wish to purchase this course: 0114 281 3350