



Course guide

Time Management course

Course outline

New to manage your time effectively?

Good time management skills are essential to modern life. Time management training courses, workshops and seminars are popular ways to develop the effective time management skills necessary for the home and business environment.

This course is available for in-house training only. Please contact us for details

Benefits

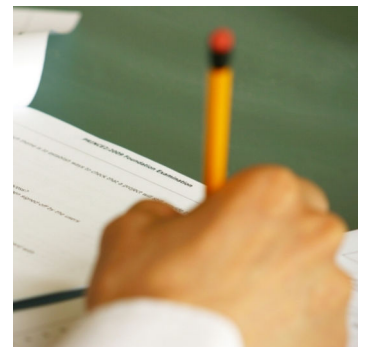
- Understand personal time management issues and develop solutions
- Learn everyday time management techniques
- Efficient communication skills for better time management
- Coaching in business time management skills

Who should attend?

- Management staff
- Team members who need more effective time management skills
- Anybody who wants essential time management tools and techniques!

Objectives

- Describe the focus and purpose of role
- Set SMART Goals
- Analyse obstacles to effective time management and identify remedies
- Learn effective management of delegated tasks

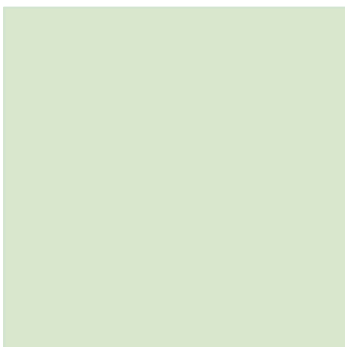


Course detail

- Introduction to time management and objectives of time management training
- Identifying purpose and objectives of role
- Goal-planning exercise (time management technique)
- Personal time management analysis
- Time management tools
- Efficient communication skills for time management
- Learning to say "No" (time management technique)
- Delegation (time management skills and techniques)
- Questions and session-review
- Action-planning (putting time management skills into practice)

Questions?

Call our training advisors on [0207 148 5985](tel:02071485985) with any questions you have. You can make a booking over the telephone, online at our website, or by filling in a booking form and sending to bookings@knowledgetrain.co.uk



Contact Knowledge Train

Address

2nd Floor
14 Charterhouse Square
London
EC1M 6AX

Telephone

+44 (0)20 7148 5985

Email

info@knowledgetrain.co.uk

Web

www.knowledgetrain.co.uk

