

## Time Management

### What are the specific details?

<b>Duration</b>	One day.
<b>Cost</b>	£175.00 per person.

Effective time management is an essential skill for personal and business success. This workshop is for anyone who feels they need to respond to changing priorities or feels overwhelmed by how much they need to do. You will learn to take control of your workload by managing yourself and others more effectively, reduce stress, achieve your goals and improve your performance at work. You will leave with tools to make immediate lasting improvements back in the workplace.

### Who is this course suitable for?

Suitable for learners with some awareness of this area who want to develop their knowledge to aid their employment opportunities and for those in employment as part of their continuous professional development.

### Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

### How is the course delivered?

The Business Solutions team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at our Centre for Leadership.

### What will I gain from this course?

Upon completion of this workshop you will receive a Certificate of Attendance and easy to follow hand-outs.

### What will I learn?

This workshop will cover:

- Understanding time
- Planning for success
- Setting limits
- Setting clear and SMART goals
- Balancing daily tasks
- Making instant changes
- Managing the time of those around you
- Effective delegation
- Time management exercise

For further information, or enrolment, please contact Business Solutions on:

☎ (01903) 273 732

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