

# Time Management

This course is designed to equip you with tools and strategies to organise your day and prioritise your workload effectively.

## Who is it for?

The Time Management Professional Development Workshop is ideal for:

- Employees at all levels who struggle to meet deadlines or feel overwhelmed by their workload
- Those transitioning to new roles with increased responsibilities

## How will this workshop help me?

This workshop will develop your understanding of:



- Factors influencing time management
- Benefits of effective time management
- Distractions that affect your ability to manage your time
- Stages of delegation
- Actions and behaviours you can adopt to manage your time effectively
- Tools and techniques to plan your day and prioritise your workload effectively

This workshop will be led by Tony Garraway, an experienced trainer who has worked with a variety of organisations in the private and public sector. This workshop is free for Apprentices, £75 for WBTC Partners, £150 Commercial.

### Delivery:

Online  
3 hours  
9:30am - 12:30pm

### To secure your place:

 Janet@wbtc-uk.com  
 01635 35975

### Workshop date:

Thursday 17th April

