

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.

Delivery:

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

Costs:

Apprentice: Free
Partner: £75
Commercial: £150 + test

Workshop date:

Upon request.

