

TIME MANAGEMENT

COURSE CONTENT OVERVIEW

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TRAINING



6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

WHO IS THIS FOR?

This Time Management course is about you and the way you want to manage your time. The course enables you to choose the tips and techniques that are most suited to you and will help you to improve your own, personal time management skills, whether that's setting objectives, motivating yourself, overcoming procrastination or using specific tools and technology to get things done.

PRE-REQUISITES

Delegates will need to complete time logs for two days prior to the course.

COURSE OBJECTIVES

By the end of this one-day course, participants will be able to:

- Establish priorities and the purpose of your work role
- Review how your time is spent and identify time wasters
- Make best use of your time during the working day
- Reduce stress by managing your time effectively
- Delegate effectively
- Manage your time effectively by behaving assertively towards others
- Develop a personal plan for the future

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COURSE CONTENT

- The benefits of effective time management
- Time management and stress
- Defining your purpose
- The urgent/important grid – prioritising your work and time
- Time log review – identifying your time absorbers and how to manage them
- Managing interruptions
- How to delegate effectively
- Assertiveness techniques for managing your time – assertive requests and assertive refusals
- Top tips for managing your time absorbers
- Action planning

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