

Mode of Attendance: Part Time | **Duration:** 1 Day Course

This course is designed for busy people who want to manage their time and workload more efficiently and gain more control over how they spend their time at work. Course participants will be able to identify problem areas where time is wasted and they will take away an action plan for working smarter to achieve results and greater satisfaction at work.

Course outline:

Identifying Time Stealers and Bad Habits That Get in the Way of Good Time Management
Coping with Demands from Others, Saying No and Dealing with Interruptions
Controlling Paperwork and Clutter: Getting the Best from Technology
Realistic Planning, Prioritising and Time Allocation

Target audience: This course will benefit staff, team leaders and managers from any industry.

Entry requirements: There are no formal entry requirements.

FURTHER STUDY OPPORTUNITIES

Candidates may also be interested in the following courses: Professional Receptionist Skills with Telephone Techniques; and Presentation Skills.

BENEFITS TO THE ORGANISATION

Effective time management improves efficiency, reduces stress and improves working relationships. When everyone is aware of - time stealers and how to minimise them, systems can be put in place to ensure quality results through people spending time on what matters most.

BENEFITS TO THE INDIVIDUAL

On completion of this course, participants will feel confident in managing their time and workload effectively. They will also feel they have the skills to deal with difficult and stressful situations.

PRICE

150.00

MORE INFORMATION

<http://www.forthvalley.ac.uk/courses/bipersonaldevelopment/3378>