Time Management

Time management training increases your productivity and efficiency. This is the ideal course for anyone who wants to get more done in less time.

IS THIS COURSE FOR YOU?

This course is designed for anyone who needs to improve their productivity, as well as learn how to plan and complete activities in a timely manner.

ABOUT THE COURSE

Time management training increases your productivity and efficiency. This is the ideal time management course for anyone who wants to get more done in less time.

The course explores the techniques and skills needed for effective time management looking at work patterns, planning, and scheduling.

BENEFITS

- Improved job performance through more effective time management
- Flexible, self-paced learning
- The opportunity to gain an industry-recognised Pitman Training Certificate

WHAT YOU'LL LEARN

- Manage your time so it doesn't manage you
- Make the time you need: Get organised
- Save time by setting goals
- Align goals and priorities to manage time
- Sharpen your focus to stay on track
- Maximise your productivity by managing time and tasks

AIMS AND OBJECTIVES

Explore the skills and techniques needed for effective time management. Understand the core techniques for effective time management to achieve personal and professional objectives.

PRE-REQUISITES

There are no pre-requisites for this course.

CAREER PATH

Effective time management is an essential skill needed in every industry and position. It is particularly valuable in roles where you're required to multitask or manage multiple teams or concurrent projects.

COURSE DURATION: approx. 6 hours

Actual course duration will vary based on prior skills and application.

CPD POINTS: 6
CPD points awarded upon successful completion

To find out more, speak to one of our course advisors.

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T R A I N I N G

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