

Course in Time Management



Description

The productivity of individuals and organisations hinges greatly on their ability to plan and manage time efficiently. Harnessing this critical resource increases both employee output and organisational competitiveness. In this course, you gain the personal insight and practical skills to develop and implement a framework for successful time management. You adopt proven tools and techniques to make better day-to-day choices about investing your time and achieving your goals.

Outcomes

On completion of the course, the participants will be able to :

- integrate proven time management techniques into your daily processes
- make informed decisions about what you do and when
- apply a structured whole-brain process to shape your current and future commitments
- proactively schedule tasks, construct weekly plans and daily to-do lists
- adopt strategies and techniques to handle procrastination and interruptions
- develop a personal action plan to reap the most benefit from your efforts

Learning Methods

The course is learner centered. It is practice-based and will involve discussions drawing on experiences of the participants. The course will involve integration of theory with practice to find solutions for effective performance management.

Target Audience

The programme is designed for all sectors, including private organisations, non-profitable organisations and public entities. Manager, supervisors who are involved in the performance management process should attend the course.

Duration

The course is delivered over 2 consecutive days.

Fees

The cost of the course is available on request. Corporate discounts are available for 5 or more participants from the same organisation. Fees will include tuition, learning materials, meal and refreshments.

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