

## TIME MANAGEMENT HALF DAY

### COURSE OVERVIEW

Time Management is an important aspect in being able to effectively carry out your role, particularly if you manage others and, subsequently, their time, too.

Working through your lunch, late into the evenings, and over the weekend is no longer a sign of a good worker. In this half day course, you will be given the support and skills needed to manage your time more effectively and become a more efficient, pro-active, and motivated member of your team.



### CONTENT

- How does poor time management arise and what issues can it cause
- Establishing tools available to manage your time
- Understand how to prioritise your work load
- Setting key goals
- Learning to say "no"

### COSTS

Per Person: N/A

Per Group: £600.00

\*Maximum 10 delegates per group. 20% discount applied if Core HR subscriber.

Training available at your premises or off-site at our bespoke training facility in Rochdale.