

EDI National Award Time Management Level 2

Aim of the Workshop

This workshop focuses on the ability to become more effective through improved self-management. Those attending will be able to complete, analyse and summarise a time log, identify how to eliminate or reduce the amount of time wasted, identify how to prioritise, schedule and plan work and to design a personal improvement action plan.

Workshop objectives

By the end of this workshop those attending will have an understanding of:

- The need for effective Time Management
- The processes that can be used to improve Time Management
- The process of planning and setting goals

Workshop content

- Common causes of time wasting
- Profiles and pitfalls
- Time as a resource
- Eliminating procrastination
- Using and completing a time log
- Key performance area analysis
- Daily prioritising of tasks
- Gaining control
- Time Management action plan
- Goal setting including SMART targets and achieving your goals
- Planning for different time periods
- Tackling large tasks

Workshop attendees

This workshop is for all personnel needing to improve self-motivation and time management

Workshop duration

This workshop is of 1-days duration

Workshop fee

£147 per person includes course manual

For more information contact us at info@the-complete-training-company.co.uk

The Complete Training Company
18 Marigold Walk, Widmer End Bucks HP15 6BZ
Tel: 01494 718970 Email info@the-complete-training-company.co.uk