

Duration 1 day

Overview

Are you and your staff making best use of time? In the current climate no-one can ignore staff efficiency. You need everyone to have the knowledge and techniques to improve their time usage and organisational skills.

We take an interactive approach, using a variety of teaching models including lecturer input, individual and group exercises to draw attention to common organisational weaknesses; identify major areas to review and clarify personal objectives.

The course embodies ILM module M3.04 from the Level 3 programme in First Line Management. It can be included as one of the optional modules for the Award qualification in this programme and is mandatory for the Certificate or Diploma.

Recommended for

Anyone who needs to be more in control of their own time both at work and at home.

Prerequisites

Delegates will be asked to complete an activity log before the course.

Linked Programmes

Effective Delegation

Objectives

At the end of the course the delegate will be able to successfully:

- Complete a personal action plan
- Identify the personal and commercial benefits of time management
- Evaluate their own working patterns
- Identify opportunities for improved time management

using the documentation and support provided.