



Ref T&D12

## **Time Management – Level 2**

### Course Duration:

1 day

### Course Aim / General Introduction:

Time management is actually self management. It is interesting that the skills we need to manage others are the same skills we need to manage ourselves: the ability to plan, delegate, organise, direct and control. This training course will help delegates increase work effectiveness and productivity, achieve greater control of their daily activities and overcome work stressors. It will enable you to:

- Manage priorities
- Increase work effectiveness and productivity
- Enjoy a more balanced lifestyle
- Feel more in control of their daily activities
- Reduce the stress which results from a lack of effective time planning

### Learning Outcomes:

- Identify the current constraints on properly time managing their workload
- Practice a range of good practice measures to manage time more effectively
- Identify ways in which working and lifestyle practices can change to better manage their time

Who will benefit from this course?

From senior managers/directors to administrative and technical staff

Teaching and Learning / Assessment:

- Group / Individual exercises
- Role play
- Case study
- Group discussion

Capacity:

12 people

Price:

- In-house session @ £420, plus VAT
- In-house session @ £75, plus VAT per additional delegate
- Grouped training @ £195 per person, plus VAT
- One to one session @ £200 per person, plus VAT

Qualification:

On successful completion of this course students will be awarded the OCN Level 2 award in Time Management.

The award is issued through Life Environmental and The National Open College Network who are approved as an awarding body with the Qualifications and Curriculum Authority (QCA).



**For further information, including course booking:**

**Telephone: 0113 2700775 / 07894 488628**