

Time Management

90 min -
½ day

'Time! – We Never Have Enough – Or Do We?'

Business Scenario Time is money and it seems that time is never on our side. We cannot stop the clock but we can implement changes to save time. To have successful time management you will need to commit to both change and action.

This session is aimed at those who feel there just aren't enough hours in the day; managers, team leaders and professionals who want to take control of their time.

Your Booster Session

- Enhancing your time management by adopting new techniques
- Analysing where your time is spent
- Allocating time to the right people and projects
- Influence others who impact on your time

Action Planning - What will **You** do?

In addition to joining in with discussions and exercises you will gain knowledge of the tools and techniques to help you create an Action Plan for future success.

Flexibility of Delivery

Active Knowledge Bites™ may be delivered pre-course, post-course or stand-alone – designed as motivational, thought provoking sessions for high impact information sharing – and supported with relevant exercises, material and Action Planning to apply new ideas back into the workplace. Sessions may be tailored and extended to up to two hours.

*Active Knowledge Bites™
Turning Learning into Action...*

