

Time Management

Practical information: Number of participants: Between 5 and 10
Duration: 1 days (09:00 – 17:00)
Price per person @ Valesta office: €750

Course Overview

Managing your time in the workplace can be challenging but organising yourself properly will increase your productivity and efficiency. This time management course helps each participant make the best use of their time to achieve the things which are most important. They will understand that time needs to be proactively managed and leveraged in order to achieve personal and business objectives more efficiently and effectively.

This one day course, with one half day follow up, provides each participant with the tools and skills of time management required to ensure effective workplace performance. The tools and skills provided in this course can also be applied outside the workplace. When used properly, good time management can contribute to reduce stress levels both in ones work and home environment and can immediately be put into practice by setting clear priorities.

By attending this course you will gain:

- ✓ An understanding of the critical success factors and key skills needed in project management
- ✓ A better insight into how you spend your available time effectively
- ✓ The ability to behave in a certain way to maximise this time
- ✓ Insight into what drives you in a certain direction and how to change your patterns

Course Content

The content of this course is theoretically based and will be adapted to help participants best utilise their time. Each participant will be asked to record their working time for a minimum of three days. All participants will their logbook and diary or outlook agenda along to the training course.

Topics that are being covered during this training are:

- What is time and priority management
- The principles and efficient and effective use of time and priority management
- Stress awareness and how to manage it
- How to use effective communication
- The evaluation of your time and priorities

Active participation is essential in this course, utilising practical tools to help the attendee absorb the information and apply it in a professional setting to manage their time and priorities more effectively.

**For more information or to reserve a seat on this training course please contact us today!
We are flexible! Should you require training to be carried out in-house, we would be happy to discuss your needs and come up with a suitable solution for you.**