

Time Management



Time management training increases your productivity and efficiency - and this is the perfect time management course for anyone who wants to get more done in less time.

IS THIS FOR YOU?

- This course is for: -
- Anyone who wants to get more done in less time
- Anyone who wants to get the most out of every day
- Anyone who cannot afford to waste their time
- Perfect for busy Senior Administrators, PA's, EA's, Office Managers, Accountants, Team Leaders, Supervisors.

ABOUT THIS COURSE

Time management training increases your productivity and efficiency - and this is the perfect time management course for anyone who wants to get more done in less time.

If you were designing perfect time management training courses, you'd end up with this one - it explores the techniques and skills needed for effective time management looking at work patterns, planning and scheduling and reinforcing your learning with activities and quizzes.

This course passes on time management skills training in a simple, online format. So, unlike with other time management courses, this one gives you the flexibility of learning at your own pace. It gives you practical hints and tips to solve real-life work problems. What's more, our online system will help you track your progress and take you straight back to where you left off - and give you a generous six-month window to complete it. At which point, of course, you'll have the prestigious Pitman Training name on your CV.

Benefits: -

- Improved performance for anyone looking to make more of their time
- Flexible, self-paced learning via the internet
- Learn where and when you want
- Hints and tips to help solve real work problems
- Includes a specially designed 'Progress file' so you can record your learning activities and progress
- The opportunity to gain a prestigious Pitman Training Certificate

This online time management training introduces and covers key ideas, including:

- Work patterns and how your personality affects your approach to managing your time; Common time wasters, and the problems they cause.
- The importance of analysing your use of time in getting to grips with time management and a technique for doing this.

- How to prioritise, plan and schedule your activities so that you achieve your objectives; ways of saving time on the telephone; hints for organising your work area to save time.
- How to prevent or limit interruptions; the benefits of delegating, where suitable; techniques for holding effective meetings.
- Career and work-focussed learning.
- Specially designed learning activities help you put into practice the new habits and skills you have gained. They reinforce your learning and create a memorable course-style.
- Interactive 'Quick Quizzes' give you the chance to test your new-found knowledge.
- Learning bookmarks built into the system, so you can easily start again where you left off.
- Automatic progress tracking helps you see your progress, building up your motivation.

AIMS AND OBJECTIVES

Explore the skills and techniques needed for effective time management. Understand the main techniques required for effective time management to achieve personal objectives.

PRE-REQUISITES

As the course is delivered online, you will need broadband internet access. You will need Microsoft Word 97 or above (or a word-processing program fully compatible with Word) on your computer.

CAREER PATH

Time Management is an essential skill desired in pretty much every industry and job. Roles where you're required to multi-task across a number of different tasks or manage different people, for example PA, Executive Assistant type roles, would find this extremely useful.

COURSE DURATION: AROUND 13-16 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 16

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations call:

020 7256 6668

or visit: www.pitmanlondon.co.uk

Salisbury House London Wall London EC2M 5QQ

PITMAN
TRAINING