



Training Academy

MANAGING TIME

COURSE DURATION

Half a day (3.5 hours)

NUMBER OF DELEGATES

The recommended number of participants is:

Face to face	6 - 8
Virtual	4 - 6

CONTACT:

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COURSE OVERVIEW

This course aims to help delegates manage their time proactively by understanding their personal work style, and learning techniques to plan and prioritise their work.

OBJECTIVES

By the end of this course you will be able to:

- Recognise your own preference style and the time management issues that creates for you and others
- Distinguish between urgency and importance and use this to prioritise your workload and prioritise these effectively.
- Plan and schedule your work using a time management process

WHO SHOULD ATTEND?

Anyone wishing to improve their personal time management and prioritisation skills.

Note – this course is only appropriate for those who have influence over their own workload.

COURSE STYLE

This workshop is hands on using practical exercise to assess how you manage your own workload.