



# Time Management Training Course

A one day, 5 star rated course from the training experts



# A Masterclass in Time Management

This one day training course will help you to become more efficient and effective in the way you plan and carry out your work, so that you can become more productive.

## What you will gain:

- ✓ Delegates attending will gain a clear insight into current thinking and strategies for improved task and time management.
- ✓ Contemporary theory is combined with practical suggestions, solutions, tips and techniques which make a real difference to the way in which delegates plan their approach to work.

## Who should attend:

Almost everyone could benefit from reviewing and improving our approach to time management and planning, particularly if you have a management role.

This course will focus on how to gain control of your time and make more use of it, so that you have the potential to achieve more in your job and career

## Price and Venues

Manchester: £295 + VAT

Leeds: £295 + VAT

Liverpool: £295 + VAT

## Private & One to One courses

We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

The trainer was very knowledgeable, friendly and made everyone feel relaxed.

We all took part in activities, discussions and exchanging ideas.

The course was excellent!

Barry Osborne | DH Budenberg

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided

mtraining

# Time Management Skills



## Course Objectives

- Define what is meant by the term 'time management'
- Specify your own poor time management style and how you can overcome it
- Identify the time wasters that you experience in the workplace both personal and environmental
- Understand how to set meaningful goals so that you can achieve more
- Appreciate how planning and prioritising can make you more effective
- Apply all of the time management concepts into your daily life so that you can become more in control of your life

## Course Topics

- Understanding the concept of time management
- Recognising your own poor time management style and how to overcome it
- Identifying personal and external time stealers and tips to manage them
- How to professionally manage and minimise daily interruptions
- Appreciating when you have increased energy and focus so that you can plan your work effectively
- Using a model to help set quality goals and objectives which assist in planning process
- Identifying your Key Result Areas so that you can prioritise your work
- Applying a matrix to assist when prioritising your workload
- Looking at the most effective time management tools and how to use them
- Delegating for success so that you can focus on the most relevant tasks

## How to book

To reserve your place on our Time Management course, simply pick your preferred date and location, and send us an email or give us a ring.

Or if you prefer, we offer private and In House training on request.

Email: [info@mtraining.co.uk](mailto:info@mtraining.co.uk)

Call: 0161 226 6032

Or visit: [www.mtraining.co.uk](http://www.mtraining.co.uk)

We offer group booking discounts for two or more delegates.

