



# Time Management Course

A 5 Star Rated course from the  
Training experts





# Time Management Course

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

## Introduction

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 would benefit from this course?

improving our approach to time management and planning, particularly if you have an executive 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

## Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

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



5.0 ★★★★★

The course was very easy to follow and relate to my own circumstances.

There was some very helpful time saving techniques which I hope to implement.

Simon Heron  
Falcon Panel Products

## Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£295 + VAT	£495 + VAT
Leeds:	£295 + VAT	£495 + VAT
Liverpool:	£295 + VAT	£495 + VAT
Online	£190 + VAT	£320 + VAT

## Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 and Online From £190 (half day). Please email or call us with your preferred venue, number of delegates and any requests.



# Time Management

## Course Outline

This course that will help you to become more efficient and effective

### 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

### Training 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



Google

5.0 ★★★★★

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

We all took part in activities & discussions, exchanging ideas. The course was excellent

Barry Osborne  
DH Budenberg

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

To book please see next page

For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.





## Time Management Course

### Why Choose M Training's Time Management Training Course

- Run by an expert qualified trainer with over 10 years' experience in running Time Management courses
- This course is limited to 6 places so you are guaranteed personal support throughout the day
- Fully CIPD Qualified trainers
- From Only £295 + VAT per delegate
- Convenient locations in Manchester, Leeds, Liverpool and Birmingham.
- We provide one to one and private group courses throughout the UK
- Course notes and support material
- Lunch & refreshments provided
- Certificate of achievement

### Private and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom course and from £190 (half day) or £350 (full day) for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

### How to book

**To reserve your place on our 1 Day Time Management course, Simply pick your preferred date and book on our website, send us an email or give us a call.**

**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.**

Very good course. Excellent trainer who kept me engaged, interested and made me look at things in a different light.

Very good tips and techniques.

**Charlotte Hakeley  
Lemon Zest Events**