

Time Management and Personal Effectiveness Course

Suitable for

Those who are new to management or feels that they could improve the management of their time and that of their team members.

Content

- Understanding how you should spend your time
- Recognising your strengths and weaknesses
 - Management style
 - Current time management approach
- Time robbers
- Prioritisation of tasks
- Managing requests for your time
- Changing your personal organisation
- Getting your team to recognise their impact on your time management and their time management
- Effective delegation
- Personal action plan

Certificate

A Batalas attendance certificate for all delegates who complete the course.

Format of course

Tutor led sessions interspersed with individual and team based exercises.

Duration

1 day

What to do next

For dates, venues and costs please go to our website: www.batalas.co.uk or contact an advisor on 0870 750 4400.

Associated courses

- Maximising Team Performance
- Creative Thinking and Problem Solving
- Supervisory/Management Skills
- Effective Communication
- Delegation Skills
- Managing Change