

COURSE: Time management

LENGTH OF COURSE: One to Four days depending on depth to be studied

LEARNING OBJECTIVES: To encourage the participants to

- Use their time correctly
- Understand where the boundaries are between waste and productive time
- How to get things done by managing time
- Concentration on productive needs
- Planning time
- Personal priorities

COURSE DESCRIPTION: A course to help the manager understand the difference between productive and non-productive time and to enable them to make choices between these parameters. To assist them to overcome procrastination and to focus on the task.

COURSE OUTCOME: To produce more effective managers with a broad understanding of the theoretical implications for time waste.

SUITABLE FOR: Entrepreneurs, business owners and all levels of manager.