



How to book

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Time Management

Course: Time Management

Size: 5 delegates max

Duration: 1 day

Price: £295 + VAT per person

Become more efficient and effective

In the rapidly changing business environments we work in, thorough planning preparation and effective time management are critical elements which enable organisations to achieve their key objectives. There are huge organisational benefits to be gained from taking the time to review, refine and refocus your current approach to Time Management and the way in which departments and individuals prioritise Task, Time and People Management.

Effective use of time remains one of the most challenging aspects of life in the modern corporate world. Investing a day to share current ideas on effective ways to manage time will help you to achieve balance and productivity within your busy working environment.

Who this course is for:

If we are completely honest with ourselves, everyone of us could benefit from reviewing and improving our approach to business planning and time management.

Benefits

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.

Course Outline

We work closely with all of our clients prior to running our courses to ensure that agreed content is tailored to meet the specific development needs of the delegates attending.

Time Management content is generally based around a selection of the following course elements:

Evolution and development of time management theory

Prioritising - task and time planning

Realistic assessment of workload and deadlines

Building confidence and assertive behaviour

Managing expectations

Efficiency and effectiveness - practical tips and techniques which will help you to manage your time more effectively

Why Choose M Training's Time Management Course?

- Run by a specialist Time Management Trainer with over 10 years experience in running Time Management courses
- This course is limited to 5 places so you are guaranteed personal support throughout the day
- Only £295 + VAT per person
- Convenient location at Manchester Science Park or in Coventry
- Course notes and support material
- 3 months online support
- Lunch & refreshments provided
- Certificate of achievement

For one to one, or group courses, please contact martin@mtraining.co.uk

Book online at www.mtraining.co.uk

