

TIME MANAGEMENT



PREFERRED TRAINING
NETWORKS



**YOUR TRUSTED
LEARNING AND
DEVELOPMENT
ADVISOR**

Ahh you've landed on our favourite course. When Preferred Training Networks was set up nearly 20 years ago, we only had one trainer who ran one course. You've guessed it "Time Management Training". Fortunately the trainer was a superstar and very amusing so we sold hundreds of customised time management courses. Now we have over 350 courses, but this course is akin to our best mate.

Your team might include highly organised people as well as those who are more reactive or creative. This course supports both groups: helping the disorganised gain structure and the organised become even more effective. It's a strengths-based leadership approach to time management. This practical, in-house time management training course equips participants with actionable tools to take control of their workload, prioritise tasks, and work smarter (not harder).

KEY COURSE CONTENT

- Plan each day and be more in control of the daily activities
- Prioritise activities to complete critical tasks and achieve organisational objectives
- Manage multiple tasks, managers and deadlines
- Set personal and organisational goals
- Organise desk/office space more efficiently
- The Value Exchange WTI
- Manage daily interruptions in the form of phone, email or drop-in visitors
- Use effective delegation techniques at the workplace
- Manage meetings more effectively
- Allow time for creativity and problem solving
- Manage emails more effectively
- Meet customer and client expectations

NUTS AND BOLTS



Target

Audience

New or existing
frontline leaders
and employees



Duration

Available as a
two day or one
day course



Delivery

Available in-
person at your
organisation/
venue, or virtual



Group Size

Recommended
4 to 10
participants



Resources

Participants receive a
certificate of completion &
can opt for a free follow-
up refresher course with
the original trainer

GET A QUICK QUOTE

Get your instant,
no-obligation
quote in *less than 5*
clicks.



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