

Time Management and Planning

course description

As the business climate has become increasingly difficult to manage time effectively. The key is to distinguish between what is important and what is not, so that you can focus on those things which are most likely to produce tangible benefits. Time management and planning includes organisation and the use of efficient working styles. This course is designed to provide the information you need to be more organised and efficient and to allow you to practise the skills by way of regular practical exercises.

The course will help participants focus on achieving key goals within the time available and with the minimum stress. The course enables people to assess their own approach to time management and to develop a series of skills for prioritising and planning work. The outcomes include both specific behavioural improvements and a detailed action plan relating to business performance improvement in the participant's own workplace.

learning objectives

By the end of the course, participants will be able to;

- manage their own schedules more effectively
- prioritise tasks on the basis of urgency and importance in relation to job goals
- use diverse methods and tools to manage their time effectively (e.g. action lists, automated calendars, e-mail)
- improve their time management in relationship to others
- plan specific performance improvements related to their own roles
- set meaningful goals and SMART objectives

target audience

This course is of universal application and can be adapted to suit the requirements of the participants. It is therefore appropriate for all levels of staff.

duration

1 day for a maximum of 12 participants

REGISTRATION FORM

Form to be completed by training department / line manager

Time Management & Planning 01 September 2010

I, undersigned

Name	
First name	
Company	
Position	
Telephone	
Fax	
Email	
Billing address	

register the following person/people for the above-mentioned training course :

	Name	First name	Position
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			

I have read and accept the following terms and conditions

Date and signature

Please return this form by fax to +352 22.55.99.99 or +352 22.06.39

Terms and conditions

Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

Cancellation policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

fast training reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

Contact

For further information, please contact us:

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