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| <b>Course Title</b>           | <b>Time Management Optimisation</b>  |
| <b>Overview</b>               | The modern worker is under increasing pressures to be productive, while contending with numerous demands. This course supports delegates to take a more holistic approach to understanding the demands on their time, considering their environment, evaluating competing priorities, and learning effective strategies available to them. Participants will be encouraged to consider personal habits and approaches as well as the working environment and external pressures and the approach is intended to both shine a light and empower more constructive and helpful habits. |
| <b>Audience</b>               | Suitable for all levels  |
| <b>Capacity</b>               | Approximately 12 – 16  |
| <b>Duration</b>               | Available as either a half day or full day session   |
| <b>Mode of delivery</b>       | Face to face, or virtual   |
| <b>Learning Outcomes</b>      | Delegates will be able to: <ul style="list-style-type: none"> <li>• Construct an environment more conducive to improving their productivity and sense of control</li> <li>• Select their preferred strategies and approaches from a range outlined, to support improved efficiency</li> <li>• Identify issues negatively impacting their productivity, including procrastination and perfectionist tendencies</li> <li>• Utilise their learning to create a simple and effective foundation, from which to transfer their learning to the workplace</li> </ul>                       |
| <b>Additional Information</b> | Course content and focus can be tailored to individual needs and duration preferred.   |
| <b>Category</b>               | Business Skills  |