



Time Management

Essential HR and Employment Law Training



Introduction

Taking time out to discuss time management may seem like a bit of a contradiction but our delegates report that the lightbulb moments this module offers truly enable them to structure their workload more efficiently. As Henry Ford said: "If you do what you've always done, you'll get what you always got."



Course Duration

SSG offer this module as part of a full or half day course.



Who Should Attend

This module is suitable for employees at all levels, including SME owners, directors, senior managers, team leaders and supervisors.



Course Programme

The course will be broken down into the following modules:

- Your time budget
- How to prioritise
- The art of delegation

On completion of the course delegates will be able to:

- Identify personal habits that have a negative impact on good time management
- Choose their preferred way to structure their tasks
- Put theoretical tools into practice
- Appreciate the importance of positive delegation and learn how to utilise the strengths of their team



Certification and Assessment

Attendance certificates will be issued after course completion and are valid for three years. It is recommended that certification is renewed every three years to ensure that those persons responsible are kept up to date with best practices.



Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please contact our Customer Service Team for more information.