

Time Management

Workshop Purpose:

Time management is self-management. Although time is not adaptable, people are. The conquest of time involves the right attitude, analysis and planning. This workshop aims to assist individuals to identify their strengths and weaknesses and to put together action plans to address these.



Workshop Outcomes:

On completion of this workshop participants will be able to:

- Identify their strengths and weaknesses
- Establish clear goals
- Understand and apply the principles of prioritising
- Analyse use of time
- Understand and apply the principles of planning and scheduling
- Control interruptions
- Improve meeting effectiveness
- Increase delegation strategies
- Conquer procrastination
- Develop time teamwork

Who should attend:

Any person involved in the organisation who is required to manage their time effectively

Duration:

1 Day
For a minimum of 8 to a *maximum of 20* participants

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