

## Time Management

Time management is of key importance to all individuals, and it would be beneficial to all personnel, particularly supervisors or managerial personnel, to attend this introductory half-day training course.

### Learning

Classroom based with a high volume of practical exercises

### Skills you will learn

- The advantages of good time management
- How to implement basic time management techniques
- The benefits, purpose and process of delegation
- Catch and eliminate your “Time Thieves”

For course bookings and further information, please visit our website, or e-mail us:-

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