

Time Management Seminar

Pitman Training UK: Seminar

Designed for: Those who wish to gain practical tips to deal with their own or their manager's working day. It is designed to be run in an instructor-led environment with a group of delegates.

Prerequisites: None.

Objectives & Benefits: To effectively plan and confidently prioritise your workload to ensure your own and your manager's objectives are achieved.

Cost: 5500 (MUR)

Course Content:

- Learning different approaches to managing time.
- Taking an objective look at how you spend your time at work.
- How to prioritise effectively.
- How to establish short and long term goals to achieve results.
- How to delegate effectively.
- Identifying the difference between proactive and reactive working.