



306-P25-CE



In-Class



8 hours

Course Description:

The course is designed for all organization members seeking effective time management through various tools, techniques, and goal-setting strategies. Participants will gain control over their schedules and interactions, optimizing productivity in the workplace.

Target Audience:

This course is designed for all staff within the organization, particularly junior-level employees seeking to enhance time management skills and improve overall efficiency and effectiveness in both work and life

Course Objectives:

- Apply time management techniques effectively
- Use various methods for managing time at work.
- Apply delegation, assert refusal, and manage stress confidently

Course Outline

Module 1: Managing Yourself

- Setting goals
- Making your goals SMART
- Planning and scheduling
- Evaluating priorities
- Analyzing your Time Map
- What is procrastination?

Module 2: Managing Your Work Environment

- Time bandits
- Dealing with e-mail
- Managing meetings effectively
- Filling and finding
- Dealing with paperwork

Module 3: Managing Delegation and Stress

- Delegation
- Say "NO"
- Manage stress effectively

Assessment Strategy

Participants will be informally assessed based on their interaction during sessions and their participation in group exercises.

Upon Successful Completion of this Course, participants will obtain:

0.6 CEUs

Course Language:

English.

Prerequisites:

None