



307-P25-VE



Virtual



7 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

Session One: Goal Setting and Planning

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

Module 2: Managing Your Work Environment

Session One: Managing Time Effectively

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

Module 3: Managing Delegation and Stress

Session One: Delegation and Stress Management

- Delegation
- Say "NO"
- Manage stress effectively
- Assignment

Assessment Strategy:

- 40 % Assignments between sessions
- 60 % Participation
- 60 % cut-off score of total grades, which is "100".

Upon Successful Completion of this Course, participants will obtain:

0.6 CEUs

Course Language:

English

Prerequisites:

None.