

TIME MANAGEMENT

7



The aim of this course is to help participants become more efficient and effective in managing their time to achieve organisation goals. Participants on this interactive course will explore various time management skills and stress management techniques to get better control and have a more positive impact on their life at the professional and social levels.

Learning Objectives

- Time management challenges and assesment
- Improve the use of team time
- Personal effectiveness
- Stress symptoms and causes
- Stress management techniques

Who should attend?

This course is designed for all members of staff from management, supervisors to the staff on the shop floor.

Modes of delivery

The module shall be delivered by way of:

- Lectures
- Demonstrations
- Group presentations
- Case studies
- Assignments
- Role play

Each training group will have their training resources tailor made to meet their specific training requirements. The delivery method will be adjusted accordingly.