



# Time Management

## Course Overview

The Time Management workshop focuses on the management of the participants' individual time and the management of a working group/team's time.

## Target Audience

This workshop is recommended for all people within an organisation with people management responsibilities. It is suitable for leading hands through to managers.

## Learning Outcomes

On completion of the training course participants should be able to:

- Define the concept of time management
- Define how time management relates to organisational plans
- Develop the skills necessary to manage individual time
- Demonstrate the skills required to organise and manage work team's time
- Identify time management techniques, tools and strategies
- Demonstrate the techniques to effectively deal with time wasters
- Develop the skills necessary to prioritise and delegate

## Complimentary courses within this area

- Essential Skills for Supervisors
- Conflict Management
- Communication for the Resource Sector
- Giving and Receiving Effective Feedback