



Time Management

Soft Skills Training Workshop

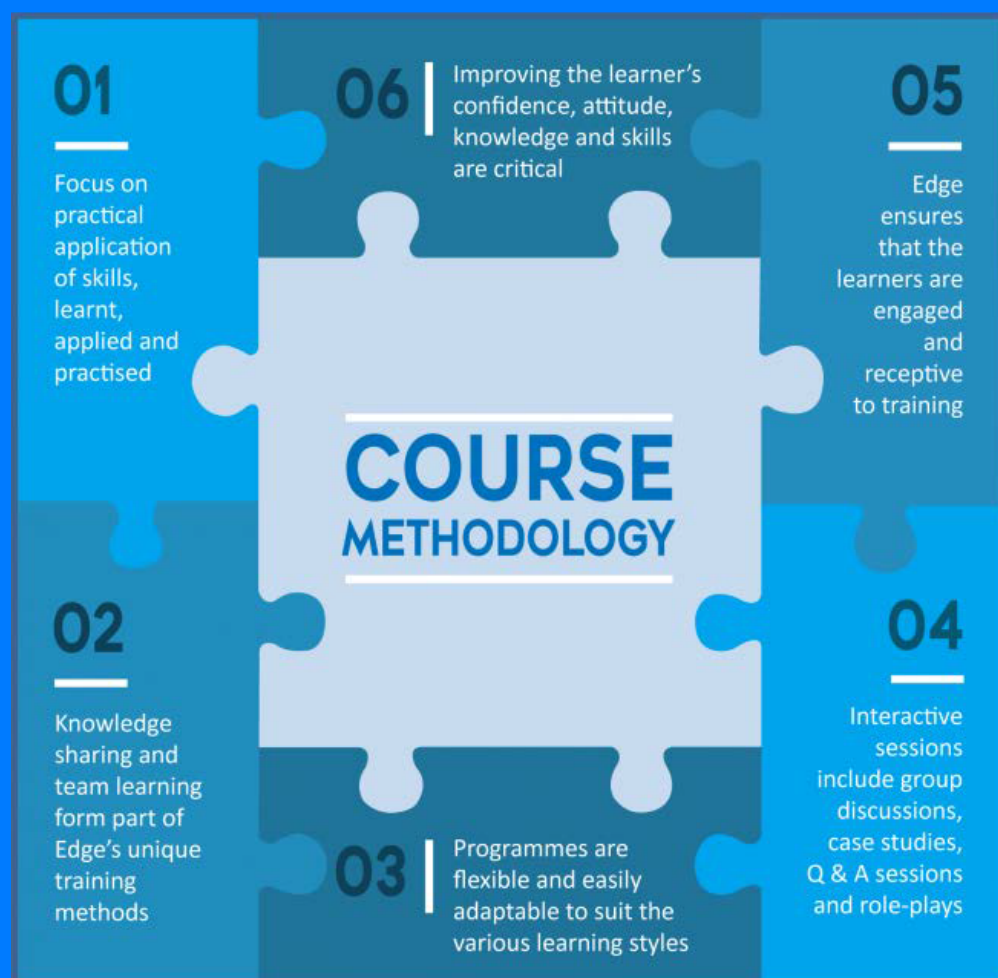
THE TICKING TIME BOMB

Workshop Outline

- Evaluate your personal time management plan
- Identify activities within your day which waste time
- Determine which the time management tools work for you
- Apply the time management principles
 - Set specific goals
 - Evaluate assertiveness
 - Active vs reactive
 - Prioritising your actions – 80/20 Principle
 - Assess productivity and concentration
 - Allocate additional time
 - Maintain a balance

Objective

By the end of this course you will have a better understanding of time management and why it is an important skill to develop, and how orientating yourself with various management tools and time management principles when applied to your social and work life will help you to identify time wasters and manage your time more efficiently.



About Edge Training

With over 22 years of Human Development training experience, Edge Training has a Level 1 BBBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Behaviour Changing Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the learners and manage all the necessary requirements for disabled and unemployed Learnerships. Most of our Learnerships and Workshops are also offered as online courses.

Get in Touch

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