



Time Management Training - E-Learning

Course Aim

This Time Management Training offers delegates crucial information on how to best take control of their time - both in and out of the workplace. It is designed to help delegates plan and manage their time effectively, whilst providing tips on how to best avoid distractions.

Available in over 35 languages

Our courses are machine translated* into a variety of popular International languages, so regardless of location or language preference, we've got you covered. Our machine translated content includes the translation of course transcripts and test questions.

**Content which is not English may be machine translated and is for assistive purposes only. We cannot guarantee the accuracy of translations.*

Who Should Attend?

This Time Management course is designed for the use all delegates at any level of their business.

Course Duration

This is a 25 minute course.

Agenda

The course modules cover:

- Planning
- Time-bandits

Certification

Delegates will receive a HSS printable certificate in Time Management Training upon completion of the course.

This course is approved and accredited by CPD.