

TIME MANAGEMENT

Effective time management is an essential skill for personal and business success. This workshop is for anyone who feels they need to respond to changing priorities or feels overwhelmed by how much they need to do.

You will learn to take control of your workload by managing yourself and others more effectively, reduce stress, achieve your goals and improve your performance at work. You will leave with tools to make immediate lasting improvements back in the workplace.

Do I need any experience?

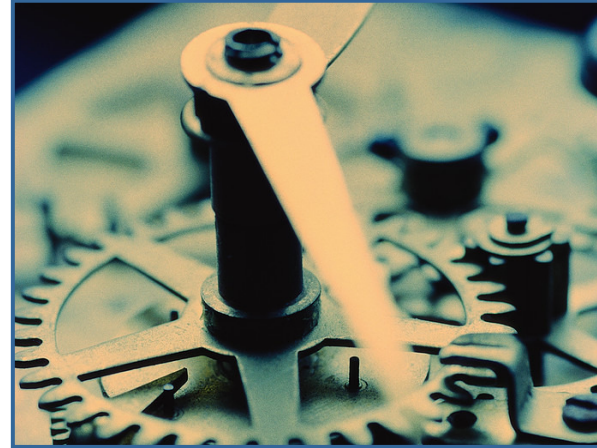
No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.



What will I learn on this course?

This workshop will cover:

- > Understanding time
- > Planning for success
- > Making instant changes
- > Managing the time of those around you
- > Time management exercises

What are the specific details?

Price	£175.00
Duration	One day

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

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