

Time Management

Group Training

Training code	CGATIMANCE
Spoken Language	English
Language Materials	English
Dayparts	2
Price	€700,00 excl. VAT No extra costs.

What is Time Management

Do you feel that you're always being overtaken by time? Is there too little time still available for whatever you need to do? Then it is time you learned realistic planning. In this short training you identify bottlenecks in your work and find solutions for time wasting. With minimal effort you will achieve a coordinated process which is tuned to your priorities.

"Time is precious." Our whole life is embedded in time. A common complaint is that the workload is very high. One experiences that the time available for work is scarce. In this training we therefore reflect on how your job objectives are reflected in your daily tasks to be performed. We therefore pay close attention to setting priorities and managing, organizing and monitoring of your work in the time available.

After completion of the training:

- You have learned how to recognize bottlenecks in your work and you have the tools to solve these
- You have insight into how to appropriately deal with time wasters and failures/interrupts at work
- You know how to make a result-oriented, satisfactory planning from your work

Who should attend Time Management

The training is suitable for you if you are free to share insight into your work and you are regularly confronted with situations that require you to prioritize, delegate work, have difficulties from interruptions during your work or feel time is too short.

Prerequisites

You do not need specific prior knowledge to participate in the training.

During this training you need a laptop with access to internet.



Objectives

At the end of the training you can organize your work in a result-oriented way and you will be in control of your time spent. You know your own pitfalls and have been given tools to avoid them. You also know how to deal with time wasters in your area.

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An organization, like ours, helps people and their organizations day by day to get the best out of themselves and each other. We prepare them to defy tomorrow's challenges. We stimulate learning and curiosity. In order for individual IT professionals and their employers, to build better, longer and more intensive relationships. For mutual benefit.

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