learning
equals
development

EQV Course Outline

- Time Management – Performance Booster
- 2 Hours

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Time Management – Performance Booster
(2 Hours)

Business Benefit

- Time is the most precious commodity any individual or organisation can have. This session aims to give delegates a clear understanding of the unique value of time and the importance of managing it effectively. Focusing on practical, usable ideas, helping delegates to optimise the use of their time and the time of others.

Who Should Attend?

- Anyone who needs an introduction to the basic ideas and practises of Time Management

Learning Objectives

By the end of this course you will be able to…

- Appreciate the cost of failing to manage time effectively.
- Describe three of the main time thieves and strategies for dealing with them.
- Demonstrate methods for planning the use of your time.

Course Content

- Time – the most precious resource
- Properties of time and the cost of failing to manage it
- The three most common Time Thieves
- Dealing with interruptions
- Planning the use of your time

You may also be interested in

Assertiveness

Effective Communication

Goal Setting

Dates: **Dates to suit you…**
Please contact EQV

Price: **£POA**
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.