



TIME AND PRIORITY MANAGEMENT

Aim:	To enable participants to use their time effectively and prioritise tasks to enable them to have a more balanced approach at work, thereby increasing effectiveness and productivity.
Target group:	This course is aimed at all staff who have difficulty with time management, whether as supervisors, managers or employees.
Course content:	<ul style="list-style-type: none">• Understanding how to manage your time effectively• Different approaches to managing time• Difficulties and benefits around structuring time differently• Techniques of managing time more effectively• Priorities and planning• Understanding the time log• Dealing with interruptions• Time management principles• Personal time and priority action planning
Duration:	90 minute webinar: downloadable replay available.
Certification:	All delegates will receive a Megamorphose Certificate of Attendance in order to record continuous professional development.