



# Time Management

HR, Leadership and Team Management Skills



## Introduction

Taking time out to discuss time management may seem like a bit of a contradiction but our delegates report that the lightbulb moments this module offers truly enables them to structure their workload more efficiently. As Henry Ford said: "If you do what you've always done, you'll get what you always got."



## Course Duration

SSG offer this module as part of a full or half day course which can be delivered as a classroom or virtual course.



## Course Attendees

This course is suitable for SME owners, directors, senior managers, team leaders, supervisors and employee representatives.



## Course Programme

- Your time budget
- How to prioritise
- The art of delegation

On completion of the course delegates will be able to:

- Identify personal habits that have a negative impact on good time management
- Choose their preferred way to structure tasks
- Put theoretical tools into practice
- Appreciate the importance of positive delegation and learn how to utilise the strengths of their team



## Training Certification and Assessment

Following successful completion of training, SSG course attendance certificates will be issued which are valid for three years. It is recommended that certification is renewed every three years to ensure those persons responsible are kept up to date with best practices.



## Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please contact our Customer Service team for more information.