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E-LEARNING
Learn Online

Online Course Time Management



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Time Management

In your day do you find you are not as organised as you would like? Do you often feel under pressure and find you do not achieve everything you wanted to do? If so, you are not alone, the pace of day to day life has dramatically increased and many people feel that there are simply not enough hours in the day.

As a result, this e-learning course has been designed to help learners improve their time management skills. Covering a wide variety of effective time management techniques, the module provides learners with the knowledge and skills required to help them achieve more, in less time.

The module also contains practical strategies which can be used to help overcome the most common challenges to effective time management, and help learners to improve their productivity and efficiency.

On completion of this course learners will:

- Understand the importance of good time management.
- Understand factors that affect time management.
- Understand techniques used to improve time management.

Accreditation

The content of this course has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines.

Duration

Approximately 1 - 2 hours. The length of time taken depends entirely on how quickly you can study and absorb the material. You can proceed as quickly or slowly as you like, and there is no limit on how long you can take to do the course.

Target Audience

This module is targeted at a wide variety of people, and will help anyone wanting to improve their time management skills, both at home and in the workplace.

Entry Requirements

There are no specific entry requirements for this course.

Cost



Discounts are available for multiple users (10 or more) for more information please contact info@pathwaygroup.co.uk or telephone us on: 0121 707 0550
Please Note that this is an online course

