



TIME MANAGEMENT

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About the Programme

Employees who struggle with time management will benefit immensely from this time management course. The course content has been compiled to effectively communicate the importance of time management in both a professional and personal context.

Attendees will develop an understanding of the importance of effective time management and the consequences of poor time management. Attendees need to be willing to participate in self-reflection and goal-setting coaching sessions to get the best possible result from this course.

The course emphasizes the importance of continuous improvement and evaluation of time management practices.



Course Topics Basic

- Self-reflection and goal setting
- Time awareness and analysis
- Planning and prioritization
- Goal orientated planning
- Effective time allocation
- Managing procrastination
- Delegation and outsourcing
- Managing interruptions and distractions
- Stress management and work-life balance



Course Overview

Programme: Time Management

Audience: All

Duration: 1 Day

Delivery Methods: VILT / Classroom (face-to-face)

Pre-requisites: Basic English

Accreditation: On Request

Certificate: IDM Certificate of Completion

Programme Type: Public / In-company

Minimum Participants: Five (5)

Investment: R3500.00 excl. VAT

Contact Us

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