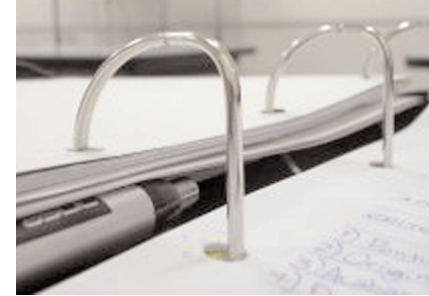


# MANAGEMENT TIME MANAGEMENT



## Course Objectives

- To be able to analyse own and staff tasks in order to prioritise each element of work
- To recognise the habits and attitudes that waste time and appreciate possible remedies
- To understand the need for personal time analysis and the application of time budgets
- To be able to apply a range of time saving techniques

## Location:

NLT Training or employers premises if suitable

## Duration:

Duration  
1 Day

## Designed For

All managers and supervisors who need to plan and conserve their time effectively.

## Course Content

- Where does the time go?
- Time Management Tools
- Departmental Time Management
- Avoiding 'Overload'
- Delegation, not Abdication
- Getting Time Management accepted

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