



TRAINING THAT DEVELOPS
REAL CAPABILITY



Effective Time Management

LPD005

Effective Time Management

This programme is available In-House and currently delivered through virtual classroom training.

Managing our time well is an important contributor to business success and personal life enjoyment. The ability to understand our time management habits, and plan and prioritise effectively are key to our being able to meet key business and personal goals and objectives.

In addition, identifying those things that are 'time wasters' or are 'urgent but unimportant' is part of the key to successful time management. By managing time more effectively, individuals can expect more success and fulfillment in their business and personal lives.

Duration & Price

Duration: 1 day

Delivery mode: This programme is available In-Company

Dates & Locations

In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.

In-Company Training

Please [contact us](#) for more information on our In-Company training options

What's covered?

- Key Principles of Time Management
- Assessing Your Own Time Management
- Planning, Prioritising, and Action Plans
- Managing Shifting Priorities and Disruptions

Who should participate?

Anyone interested in more effectively managing their time.

What will I learn?

Participants achieve the following learning outcomes from the programme;

- Understand some key principles of Time Management and what this means within the work environment
- Understand and reflect on how you spend your time in work right now and consider methodologies for using this time more effectively
- Determine your own personal Working Style and the effect this can have on your ability to manage time effectively
- Understand and experience methods that allow you to plan and manage goals and tasks in a time effective way

How do we train and support you?

Building on over 40 years combined experience in human resource learning and development, the tutors utilize an experiential learning approach to their programs. This methodology of learning provides an opportunity for learners to engage with, experience and apply the learning in a practical way and also provides the opportunity for learners to receive feedback on their newly applied skills. The opportunity is also provided to learners to reflect on the full learning experience and how this might be of value to them in the achievement of their learning goals.

To assist and continue with skills development, we facilitate via email a post learning reflective practice utilising skills practice sessions recorded during the course. This assists delegates in embedding new learning, gives further support and enables them to define any further actions required.

This program offers one to one or group coaching as an additional element to further support the delegate and embed the learning process.

Tutors



Gina Ryan
[View Profile](#)

What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on [CourseCheck.com](https://www.coursecheck.com), an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



[Click Here](https://www.coursecheck.com)



SQT

TRAINING THAT DEVELOPS
REAL CAPABILITY

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