MiChem Dynamics
LEADING CHANGE

TIME MANAGEMENT TRAINING

Most people complain of never having enough time to finish their tasks or struggle to maintain a work-life-balance, due to time constrains.

Most of our time gets lost in disorganisation and various internal and external disruptions, leaving us confused on how and what to prioritize. Time management becomes an important skill and practice for any individual that wishes to live a life with purpose and intention.

This course aims to provide a basic theory and techniques, from a fresh perspective, to manage your time effectively and create lasting habits of self-management.

THE COURSE WILL RUN OVER A PERIOD OF 1 DAY

WHO SHOULD ATTEND THIS COURSE:

- All levels of management
- Any person interested to improve on their time management skills

MINIMUM ENTRY REQUIREMENTS:

- Fluency in English writing and reading skills

TUITION

- Training material included (English)
- Certificate of attendance will be issued on successful completion of training

LEARNING OUTCOMES:

- Understand the concept of time.
- Understand how to integrate personal and workplace vision, mission and values with time.
- Discover their unique time-wasting habits and develop strategies to create new ones.
- Learn to set boundaries and increase focus on matters of importance.
- Develop effective delegation skills.

COURSE CONTENT:

- Introduction to time management and self-management
- Integration of vision, mission and values with time
- Challenging time-wasting habits and creating new ones
- Setting boundaries and increasing focus
- Organising, planning and prioritizing
- Effective delegation skills

santie@michemdynamics.co.za | angeline@michemdynamics.co.za | 082 770 7127 or 078 335 0528
www.michemdynamics.co.za