



Time Management Skills to Maximise Productivity

Quality Training Course brought to you by CBM Training,
a SETA accredited training company, in association with the **RMI**

Cost:
R 895 excl VAT

Duration:
1 Day

Dates:
18 Feb 2016 – DBN
25 Feb 2016 – PTA
7 June 2016 – CT
21 June 2016 – JHB

Part of the NEW

Truly effective time management starts with a commitment to change. You need to assess how and where you currently spend your time and then plan a more effective way of operating. By carefully managing and planning for the tasks you accept, you will see how much more you get done, with less stress.

Key learning areas covered during this workshop include:

- Learning to assess your priorities and workload –because you can't manage what you don't know
- Applying the Pareto Principle to your work as an effective productivity self-assessment tool
- Prioritising activities into long and short-term goals
- Classing activities as urgent, important, both or neither and allocating your time accordingly
- Learning to say "no" politely and constructively and mastering the art of delegating tasks to others
- Sharpening up your decision-making to ensure you spend less time procrastinating

Pit-stop Series of
affordable 1 day
workshops



Booking details

- If you would like to book or would like more information, please **Contact Candice at CBM Training on 011 454 5505** or candice@cbm-training.co.za.
- Download the **CBM** registration form to book, click [here](#)
- For more information on the course, click [here](#)
- If you have 15 or more delegates we can offer you an onsite training session where we can come to you.
- Please contact Jenine at CBM Training on 011 454 5505 or jenine@cbm-training.co.za for more information.