



THE TICKING TIME BOMB

A TIME
MANAGEMENT
WORKSHOP



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A TIME MANAGEMENT WORKSHOP

WORKSHOP OUTLINE & OBJECTIVES

- Evaluating your current personal time management plan.
- Assessing the character traits that steal time and techniques to take back control.
- Understanding the role of concentration in time Management.
- Identifying and understanding the thief called procrastination.
- Applying the 80/20 principle to personal time management.
- Determining exactly what time management tools work for you as an individual.
- Understanding the importance of planning and goal setting.
- Developing the necessary skills to maximise meeting effectiveness whilst minimising meeting time.

WORKSHOP SCHEDULE

- 08:30 Registration & Coffee
- 09:00 Workshop Commences
- 10:30 Morning Refreshments
- 13:00 Lunch
- 15:00 Afternoon Refreshments
- 16:00 Workshop Ends

COURSE METHODOLOGY

This workshop is conducted with maximum use of practical application of the skills acquired. Participants will, both by themselves and in groups, work with role plays, problem solving, case studies and unique training exercises to ensure they acquire, reinforce and retain newly acquired skills, attitudes and characteristics.

EDGE TRAINING CONSULTANCY

Edge Training is a Fully Accredited Training Provider with the Services Seta, Accreditation #1135. Edge is a Level 2 BBBEE Company with over 17 year's Human Development training experience in and around Southern Africa. Edge is able to provide training throughout South Africa with a National Footprint of Agencies.

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