REVOLUTION
- LEARNING & DEVELOPMENT -

Time Management Training Course

Accredited cpd

About this Course

Time Management Training Course

Do you want to be productive and get more done with the time you've got?

Learning to manage your time more effectively will help you to achieve more with your time.

Our Time Management Training Course will help you become more efficient and effective in your work and at home.

Our Time Management training course is delivered as an open course in 21 locations across the UK and Ireland, online or at your business location.

We deliver the course as a face to face course, a live virtual online course and an eLearning training course.

Aims & Objectives

Here is what you will learn on our time management training course

Course Aim

By the end of this time management course you will know how to work in a more efficient and productive way.

Course Objectives

By attending this time management course you will:

- Understand the way you think about time and how it affects the way you manage yourself
- Know how to jump-start procrastination and become more self-motivated to do tasks
- Describe a range of techniques associated with managing yourself around time and when each should be used
- Be able to identify your personal time-wasters and how to remove them your everyday work
- Be able to prioritise your tasks and workload to ensure you are working on the right things
- Be confident in managing other people expectations and saying no when required
- Describe a range of tools and models that will support the way your plan your days and how these can be used to influence others.
- Know how to apply the techniques in a range of different settings i.e. working from home or in the office

Course Content

Here is what we cover in our time management training course

Why Manage Time?
- What is Time Management and the benefits of being able to manage time more effectively
- How good are you at managing your time now?

Where does time go?
- Understand what and who takes up your time
- Identifying time wasters and how to eliminate them

Change the way we think
- Understanding how our own beliefs and behaviours impact on our ability to manage time
- Taking a different view of the tasks that we dislike like doing to ensure they do get done

Procrastination
- What is procrastination and why do we do it?
- What can we do to jump start procrastination

Dealing with Over Commitment
- Planning more effectively to make more time available
- Having the confidence to say no
- How being more assertive will help

Prioritisation
- Identifying which tasks you should be working on
- Using techniques to prioritise tasks
- Managing others expectations

Delivery Options

How we deliver our time management training course

Open Training Course

Delivered as a scheduled open training course at 21 locations across the UK and Ireland and as an online training course.

In-person: £279.00 + VAT / €339.00
Online: £215.00 + VAT / €239.00

Price per delegate.

In-House

Delivered at your business location or a location of your choice anywhere in the UK, Ireland, across Europe or online.

We can adapt the course content to meet your specific needs and those of your team.

Contact us for a quote.

Open Course Locations

Here is where we deliver our open courses

Belfast	Birmingham	Bristol
Cardiff	Chelmsford	Cork
Dublin	Edinburgh	Glasgow
Leeds	Leicester	Liverpool
London	Manchester	Milton Keynes
Newcastle	Norwich	Nottingham
Reading	Sheffield	Southampton

In-House Delivery

Train your team. Train your entire company.

We can deliver our time management training course just for your team or organisation.

1. **Start with an off-the shelf course**
   We'll use the content in the overview as a starting point

2. **Understanding your needs**
   We'll work with you to agree what outcomes you want from the course

3. **Making it yours**
   We will shape the content to ensure the course meets your requirements

4. **Delivering the skills**
   We then deliver the course that we've agreed either in-person or online

Make it even more bespoke
We can completely redesign the course to meet you needs. Just tell us what you need, and we can put a no obligation proposal together for you.

Online Training Course

Fun, engaging and interactive – delivered online

Our time management course can be delivered as a virtual online course.

The same great content reimagined for the online environment.

- ✓ Our open training courses are delivered using Zoom
- ✓ When delivered in-house, we can use the platform you are most comfortable with
- ✓ Re-designed sessions to allow for interactivity and engagement in the online environment
- ✓ The same fun, engaging and down to earth approach
- ✓ Join your course from anywhere

About Us

A bit about who we are and what we do

REVOLUTION
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We are Revolution Learning and Development

We are a leading learning and development consultancy based in the UK. We provide our services across the UK, Ireland and Europe.

- ✓ We deliver fun, engaging and down to earth training courses in-person and online
- ✓ Over 20 years of training experience
- ✓ Incredibly cost effective and a real focus on return on investment
- ✓ 92% of our clients rebook us for further training and development
- ✓ Flexible training and development solutions

Let's Talk

We are here to help

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If you have any questions about our time management course or would like a quote for an in-house course, then just get in touch.

Call Us:

UK: 03333 444575
ROI: 015549779

Email Us:

hello@revolutionlearning.com

Visit Us:

UK: https://www.revolutionlearning.co.uk
ROI: https://www.revolutionlearning.ie
EU: https://www.revolutionlearning.com