Time Management

Customised In-Company Training

Practical Skills

1 Day
Contents

About This Course .......................................................... 3
Course Benefits .................................................................. 4
About In-Company Training ........................................... 5
Course Content .................................................................. 6
Get Started ......................................................................... 7
About Us ............................................................................. 8
Contact Us ......................................................................... 9
About This Course

**Time Management - Simple, Effective Techniques**

Our Time Management course is perfect for anyone seeking to manage their time more efficiently and meet high priority deadlines with ease.

It can often seem like time is a scarce resource. Effective time management is crucial for success in our personal and business lives.

This Time Management course will give you clear, valuable guidelines on how to manage your time so that the majority of your day is spent on high-priority tasks.

You will discover how to plan your work schedule so you can fit more into the day, make the most of your time and complete tasks without stress.

**Tailored Group Training**

This course is currently available for in-company training.
What Are The Benefits of Effective Time Management?

There are many benefits to attending this course and continuing to develop your time management skills. Here are just a few benefits you will see if you apply the skills you learn to an action plan:

- Higher Productivity
- Lower Stress
- A Reputation for Reliability
- Improved Accuracy
- More Free Time and More Options
- Learn How to Prioritise
About In-Company Training

Tailored Training Solutions

We offer this Time Management workshop for group bookings or corporate, in-company bookings.

This workshop works particularly well for groups, as we can tailor the course content to help address any challenges you are facing within your organisation.

Flexible Dates & Venue

In-company training minimises disruption to your productivity, delivering training on dates that suit you best.

You choose the training venue. We can come to your premises if you have space to deliver training.

Often, companies prefer to host the training in a nearby meeting venue or hotel to ensure that participants are focused and attentive.

There are many benefits to choosing in-company training. Here are some of the top reasons to choose a customised, in-company course:

✔ **Flexibility**

In-company training means that you can hold the training at a date that works best for your schedule, so there is minimum disruption to your team’s productivity.

✔ **Cost-Effectiveness**

Group, or in-company training is the most budget-savvy method of up-skilling your team.

✔ **Customisation**

When designing an in-company programme, we customise the course content to address your goals, challenges and priorities.

✔ **Increased Morale**

Taking part in an in-company training workshop promotes productivity and team motivation in many ways.
Course Content

1. Your Daily Tasks
   • “Chance favours the prepared mind”: the value of planning your day
   • Self-analysis: How wisely do you manage your time?
   • Learn to prioritise tasks
   • Distinguish between importance and urgency

2. Time Management Rules
   • Goal Setting: Learn about the benefits of identifying and pursuing clear objectives
   • The importance of creating and maintaining a to-do list
   • Prioritising rational, logical thinking over emotional reaction
   • Saving telephone time: Planning a call in advance

3. Delegation and Working to Deadlines
   • Discover how to delegate effectively and share work so that everyone benefits
   • Learning to say no: How to deal with inappropriate requests for your time
   • Eliminating time waste and unnecessary interruptions
   • Working effectively under pressure
   • Learn how to identify and deal with procrastination - the thief of time!

4. Action Plans
   • Creating a plan to put your learning into action instantly

Tailored to Your Needs

This is an example of our standard Time Management course content.

When we deliver this course as an in-company training programme, we will discuss your challenges and priorities in advance of the training.

We then tailor the course content to become more relevant and beneficial to your team.
Get Started

Request a Quotation

To request a quotation for your in-company training, click the green button below.

We will be in touch with a detailed quotation fitting your requirements.

Ask Us A Question Online

If you’d prefer to contact us online, request a phonecall, or to get in touch outside of office hours, using the “Ask A Quick Question” button below is the best option.

Call Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - fri, 9.00 - 5.30).

We will always be happy to answer any questions you have, advise on the best option for your team’s training.
About Us

Professional Development

For 26 years, Professional Development has led the way for innovative, certified training in strategic business skillsets.

Our courses are specifically designed to help you expand your skill set and capitalise on your experience. In short, our courses are about enhancing your potential.

Professional Development is registered to offer programmes leading to QQI awards under the National Framework of Qualifications (NFQ).

We are an Accredited Training Organisation (ATO) with the International Association of Six Sigma Certification (IASSC). We are also a Registered Education Provider (R.E.P.)® with the Project Management Institute, Inc. (PMI)®.

In-Company Training Options

In-company training is ideal for delivering a focused, customised programme to a group of participants.

We run Time Management as an in-company programme, and we can tailor the course to include a focus on application of the skills to your environment.

Contact our head office in Dublin on Freephone 1800 910 810 to get the best advice for your in-company training requirements.

Our Trainers

Our trainers are experienced training and consulting professionals.

They also bring a wealth of experience to their training, enabling them to share tried-and-tested techniques and advice based on real-life situations.

*PMI®, PMP®, CAPM®, and (PMBOK)® Guide, are registered marks of the Project Management Institute, Inc.*

---

Professional Development

About Us
Enhancing Your Potential

Call and speak with a training consultant from any of our training centres:

- **Dublin:** 01 8610 700
- **Cork:** 021 2355 555
- **Limerick:** 061 574 849
- **Galway:** 091 399 966

**Head Office**
Suite 11, Plaza 256, Blanchardstown Corporate Park 2, Dublin 15, D15 T934, Ireland

**info@professionaldevelopment.ie**
**professionaldevelopment.ie**

---

Call us to enquire about course availability on Freephone **1800 910 810**

---

*Celebrating 26 years delivering training to Ireland’s top brands*