



Time Management Training

CPD, IIRSM

Description

This Time Management Training course offers the user crucial information on how to best take control of their time - both in and out of a work setting. It is designed to help the user plan and manage their time effectively, whilst providing tips on how to best avoid distractions. This eLearning course is broken down into two simple sections that can both be completed in just 25 minutes. Upon completion of the course, the user will be provided with a printable PDF certificate

Sections

1. Planning

2. Time-bandits