



ONLINE
COURSE

TIME MANAGEMENT

BROCHURE

Prioritise your time, set SMART goals, stay organised and on top of events.

The Time Management eCourse will equip you with the tools that you need to focus on the tasks that have the greatest impact to you and your organisation. Once you have completed this eCourse you will be able to:

- Manage crises effectively, quickly and easily
- Manage procrastination
- Plan and prioritise each day's activities in a more efficient, productive manner
- Organise your workspace and workflow to make better use of time
- List actions to do, and those to avoid, when encouraging teamwork



DURATION

4 weeks online access



STUDY TIME

8-9 hours study time



ACCREDITATION

Internationally
Accredited with IACET



CONTINUING EDUCATION UNITS (CEU'S)

0.9 CEU's



The
Leadership
CENTRE
DEVELOPING TOMORROW'S LEADERS

Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis – stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organisation.

The Time Management eCourse will cover strategies to help you learn these crucial skills. You will be given a skill set that includes personal motivation, delegation skills, organisation tools, and crisis management. We'll cover all this and more during this eCourse.

eCOURSE INCLUDES

- 4 Weeks Online Access.
- Teamwork and Team Building Book per phase.
- Teamwork and Team Building Templates and Exercises.
- Quick Reference Sheet.
- Online Exam.
- International Certification.

KEY OUTCOMES

On completion of this eCourse, you will be able to...

- Manage crises effectively, quickly and easily
- Manage procrastination
- Plan and prioritise each day
- Organise your workspace and workflow
- Delegate more efficiently
- Plan meetings more appropriately and effectively

CERTIFICATION

You are required to complete an online multiple choice exam with a pass mark of at least 80%.

ACCREDITATION

Internationally Accredited through IACET.



TECHNICAL REQUIREMENTS (COMPUTER)

- A computer with Microsoft Windows operating system (98, NT, 2000, XP, Vista, or Windows 7) or Mac OS X (10.5 Leopard or higher).
- A computer with Microsoft Office 2000 or higher.
- A high speed internet connection and a web browser (Firefox is highly recommended as there are incompatibility issues with Internet Explorer).
- Adobe Reader (free software).

GET IN TOUCH

Should you have any queries, please contact us at The Leadership Centre.

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HAPPY LEARNING

The Leadership Centre Team

