

Time Management for Executives

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Time Management for Executives

Course description

In our busy environment, there is never enough time to do all the activities we want to do. As a result, we focus on less important issues whilst overlooking the important ones. This results in frustration and a lack of personal satisfaction.

Course duration

This course is scheduled for two (2) days from 9:00 till 16:00.

Course pre-requisites

None.

Course objectives

The objective of this program is to know what the causes of time wasters are and how to eliminate them to generate more income, more satisfaction and a better working relationship with others.

Topics covered

- Understanding the problems with bosses, subordinates and peers
- The molecule of management
- Managing your molecule
- Controlling imposed time
- Freedom and leverage
- Using time management
- Problem solving and decision making techniques
- Organising time management
- Implementing solutions
- Collecting (amateur) and disposing (professional) imposed time

For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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