

## Time Management

**Length of course: 1/2 day**

**Is this the right course for me?**

This course is suitable for anyone who gets to the end of their working day (not having completed all planned tasks) or perhaps, works later than planned or even takes work home. This course can also help with effective personal time planning.

**Pre-Course Requirements**

There are no formal requirements for learners who want to attend this course

**What will I learn about?**

This course will make you more aware of the skills, tools and strategies that enable you to use your time more effectively.

**How will I learn?**

You will learn by listening to talks, group discussions, course related in-class activities and question and answers.

**Will I gain a qualification?**

You will not gain a formal qualification but you may receive a Certificate of Attendance and Achievement from your tutor.

**What can I do next?**

The Art of Delegation or Motivational Skills course.

Institute Leadership & Management Team Leader Award - please ask the skillscentre:mk team for more details.

Other course information can be found on [www.careersadvice.direct.gov.uk](http://www.careersadvice.direct.gov.uk) or with a NEXT STEP advisor

**What do I need to bring to classes?**

Note pad and pen.

**Can I talk to someone about my course before I start?**

It is usually possible to put you directly in touch with the tutor if a member of the skillscentre:mk team cannot answer your query.