



## Time Management

bournemouth & poole  
the college

Inspiring Lives, Discovering Futures

## The Course

### In brief...

Good time management is an essential tool in business but will also impact on your personal time.

## What the Course Leads to

### What courses can I do after this?

You may wish to attend further business skills or management development workshops

## What do I need to apply

### To do this course you should have...

There are no formal entry requirements.

## Course costs

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
SQNXPZ2151	Various	£185.00	£185.00	£185.00

\* Please note fees are subject to change.

### Costs

£175.00

There are no fee reductions available for this course.

## Course Content

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During this one day workshop you will:

- Learn techniques to help you use your time in a smarter and more effective manner, by prioritising, planning and delegation
- Set goals and targets more likely to be achieved with reduced stress
- Learn how to prioritise, organise, delegate and deal with interruptions and procrastination
- Learn how to analyse personal use of time

## Key Information

### Duration

1 Day

### Attendance

Part-time

### Level

N/A

### Qualification Name

College Certificate

### Awarding Body

Bournemouth & Poole College

### Curriculum Area

Commercial Delivery

### Next Steps ...

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