See more at www.zandax.com/courses/time-management-managers

Course information from ZandaX

Time Management for Managers

A premier Time Management training course from ZandaX

Course duration: 1 hour 30 minutes of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

✓ About the Course
  ★ Summary of course objectives, and yours too
✓ Time Management for Managers
  ★ Learn how to be more successful by controlling your time
✓ Course Wrap Up
  ★ Summary and wrap up of what you've learned

What does our Time Management For Managers course cover?

Time Management Techniques That Will Transform Your Life

We all want to do more with our time. If only we had more of it!
But it's fixed, and rolls on -- as we fall behind with what we need to do.

You can't buy it, because it's fixed at 24 hours a day.
You can't stop it, because it can't be put on hold so you can take a bit longer.
You can't delay it, because time can't be frozen and used later.

So time itself can't be managed: we need to manage ourselves, and learn to use our time better.
Much better.

This course will show you simple, yet proven and effective techniques that will make sure you get more out of every day.

This Time Management skills training course, like all our courses, has been developed over many years of classroom and online delivery.   Content has been thoroughly researched and is constantly updated so it's always leading edge.   It's completely interactive and is full of practical knowledge and solutions.

Still wondering whether to do the course?
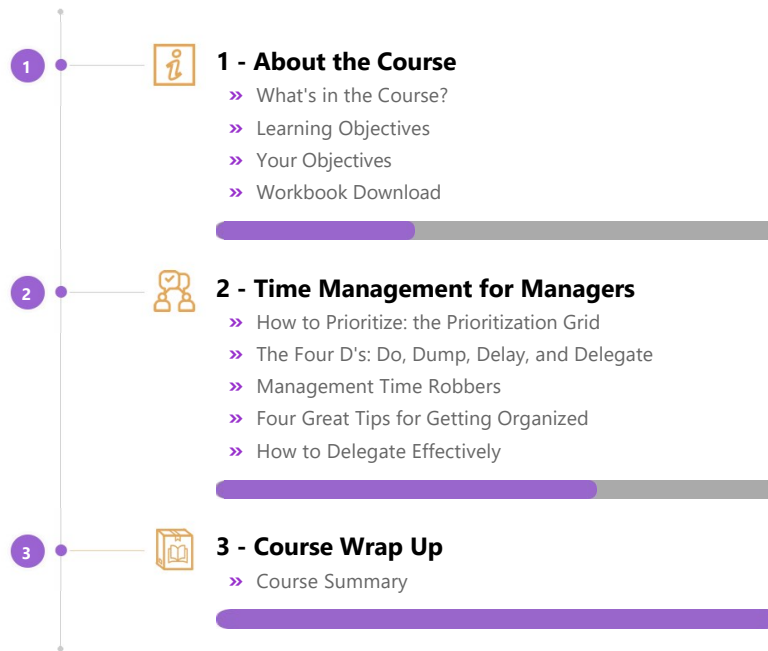Just think about this: how much would you benefit if you had better time management skills?

Course requirements

There are no requirements for prior experience or qualifications: just a desire to get more done, simply and effectively.

Who's this course for?

Although problems with time management are universal, this course has been developed to address the subject from a management perspective. So you will of course learn how to deal with the problems that affect us all, but also see how to address further issues that a management role brings with it.

Course content for Time Management For Managers

1 - About the Course
 » What's in the Course?
 » Learning Objectives
 » Your Objectives
 » Workbook Download

2 - Time Management for Managers
 » How to Prioritize: the Prioritization Grid
 » The Four D's: Do, Dump, Delay, and Delegate
 » Management Time Robbers
 » Four Great Tips for Getting Organized
 » How to Delegate Effectively

3 - Course Wrap Up
 » Course Summary

And There's a Great 25-page Workbook...

How about realizing your **full potential?**

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Structured content with space for **your own notes** so you personalize your learning
- Apply the lessons in each module to your own situation and needs
- The **unique ZandaX Personal Action Plan** with four structured Follow Up Sessions for you to monitor and manage your ongoing development
- A final Review Session for you to see just **how far you have come!**
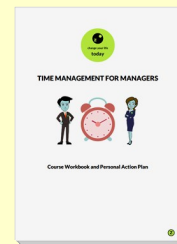
More about the ZandaX Time Management For Managers course

Learn How to Start Controlling Your Time

Learn to manage your time as well as your staff!

As a manager, your day-to-day routine can be disrupted in a number of ways -- often unpredictably, and with a need to act quickly.
So it's essential for you to be effective in how you manange your time.

Our Time Management for Managers course is designed to give managers a quick, effective insight into how to manage their time a whole lot better.

It includes generic tools that apply to anyone, like the Prioritization Grid, the Four Ds and includes tips and techniques that will help you to make those all-important efficiencies in the way you work.

And we deal with the Time Robbers you face: some are those you share with everyone, but others are unique to management. We describe them, and show you ways to overcome them.

The course also looks at delegation -- which isn't just a great way to save time, but an essential core management skill.

And with all this covered, you'll be ready to take your time management -- and your management effectiveness -- to a new level!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.
You also get a comprehensive ZandaX workbook and Development Plan that you can use to reinforce your learning.
The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/courses/time-management-managers to view the latest details, including related courses, prices and quantity discounts.

www.zandax.com