

Effective Time Management & Productivity Skills

Productivity and time management is an essential skill in all sectors and is such an underrated talent to have control over.

This online virtual course has been created to support your self-reflection and personal awareness of your time and production. Learn through engaging activities, live interactions, storytelling and concepts to help manage your time with proficiency. Participants will leave with a personal strategy plan and discover methods to utilise their time more practically.

Effective Time Management & Productivity Skills is from our [Professional Development Skills](#) series. At the [Civil Service College](#), we tailor our courses to each attendee's role and organisations, ensuring that each delegate gets the most out of the training. Our courses and trainers are continuously updated and evaluated to ensure that we are always delivering the best service possible.

Key Features:

- Reviewing time and work patterns - where is there wasted time and energy and how could that better be used
- Your personal drivers to control your time
- Dealing with procrastination and distractions
- Controlling, phone, emails and other technology

Who Can Attend: This course is designed for anyone who wants to get more in control of their time, feel more productive and have a better work life balance.

It is also a great course for anyone who manages people and has a team that needs some support on time management and productivity.

Learning Outcomes:

By attending this course, you will have:

- A better idea of where you use your time and what's driving you to have better control of it
- Tools for managing your time and productivity
- Ways to recognise procrastination and distractions, and how to deal with them
- An action plan for you implement