



# HCT

Progressive, Innovative & Interactive Training



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## Programme Details

<b>Programme Title</b>	Time Management
<b>Duration</b>	1 Day
<b>Accreditation</b>	Certificate of Attendance
<b>Number of Learners on programme</b>	16
<b>Specific Entry/Access and Exemptions Requirements:</b>	No Entry Requirements required for this programme
<b>Who should attend this course:</b>	People wishing to manage their time more effectively

## Time Management Training

**Programme Aim:** This programme has been designed to help enable participants to develop the knowledge and skills necessary to learn how to time manage effectively so that deadlines are met for high priority tasks. Time Management training is a key skill for those who wish to increase effectiveness, efficiency or productivity.

### Participants of this programme will:

- How to allocate time for each job, so you can get more done
- The Fundamentals of Time Management
- How to control yourself
- Time Management Plan/Schedule
- ABC Analysis
- Implementing Goals

### Programme Content

- Time Management Do's & Don'ts
- Using your resources
- Planning & Scheduling
- Setting Priorities
- How to handle stressful situations, attitudes & behaviours
- Important V's Urgent
- Learning from your mistakes

<b>Delivery Method</b>	Buzz Groups, Experiential Learning, Self Directed Learning, Leaner Centred
<b>Certification Required</b>	Learners will be required to demonstrate their understanding of the content of the programme through a range of tasks including role play, exams and practical assessments
<b>Certification</b>	On Completion participants will receive a Certificate of Attendance
<b>Progression Route</b>	FETAC Level 3 in Personal Effectiveness
<b>Specific Support Available</b>	A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme. HCT are committed to providing support to learners where/when it is required. In all cases, participants will have to complete a reasonable accommodation request, for more information.
<b>Trainers</b>	Our trainers that deliver this programme consists of industry professionals with a passion for training, this experience provides them with up to date industry practices, which is energetically delivered to learners.
<b>Required fluency in generic skills</b>	Generally learners engaging in learning activities are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning. Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting.

# Time Management Certificate of Attendance