



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Effective Time Management

Course Specifications

Course Number: ELK88–606

Course Length: 1.0 day(s)

Course Description

Time is a form of currency, and the ways that we talk about it illustrate its value: we say “Time is money,” and “My time was well spent,” or “It's a waste of time.” Like most professionals, you've probably struggled with managing this resource effectively.

In this course, you will practice techniques that will help you achieve more effective use of your time so that you can direct your energy towards the activities that will further your Professional and personal goals.

Course Objective: You will identify effective time–management strategies, including defining personal and professional goals, establishing priorities, and identifying the tasks that will be critical to achieving those goals. You will create a personal time–management action plan.

Target Student: Professionals in a variety of fields who are seeking improved time–management skills so that they can perform more effectively.

Prerequisites: There are no prerequisites for this course.

Delivery Method: Instructor led, group–paced, classroom–delivery learning model with structured hands–on activities.

Hardware Requirements

- A Pentium 90MHz or better, or Macintosh PowerPC
- Screen resolution of 800 x 600 @ 256 colors

Platform Requirements

Performance–Based Objectives

Upon successful completion of this course, students will be able to:

- Articulate your goals.
- Analyses how you are currently allocating your most precious resources: energy and time.
- Identify elements of your personal work style that contribute to your effective use of time.
- Assemble a collection of time–management tools and strategies that you can use to take control of your time.
- Create an action plan for your time–management process and identify ways to evaluate and improve your efforts.

Software Requirements

- Operating Systems MS–Windows 95, 98, 2000, ME, NT 4.0, XP Home Edition, or XP Professional 2000.
- Microsoft Internet Explorer 5.0x, 5.5, 6.0; or Netscape Navigator (excluding 6.0 & 6.1)
- Adobe Acrobat Reader 6.0 or higher; Apple QuickTime 5.0 or higher; Macromedia Flash Player 6.0.79.

Course Content

Lesson 1: Defining Goals

- Topic 1A: Define Time Management
- Topic 1B: Describe Your Dreams
- Topic 1C: Identify Regrets
- Topic 1D: Articulate Goals

Lesson 2: Analyzing Energy Allocation

- Topic 2A: Identify How Energy Is Spent
- Topic 2B: Analyses Tasks
- Topic 2C: Analyses Time Usage
- Topic 2D: Analyses Energy Flow

Lesson 3: Identifying Personal Style

- Topic 3A: Review a Successful Day or Project
- Topic 3B: Analyses Your Preferences
- Topic 3C: Identify Personal Strengths
- Topic 3D: Identify Personal Motivators
- Topic 3E: Reduce Time Wasters

Lesson 4: Assembling the Toolbox

- Topic 4A: Negotiate for Success
- Topic 4B: Delegate Tasks
- Topic 4C: Choose Tools that Work for You

Lesson 5: Creating an Action Plan

- Topic 5A: Create the Action Plan
- Topic 5B: Evaluate the Time–Management Process

Course Specifications

Each delegate will receive a comprehensive handout and certificate of attendance

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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EBOOKS AND ONLINE TRAINING

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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