

## TIME MANAGEMENT

**Course duration:** 1 day

**Fee:** Le750,000

**Study method:**

The course is interactive and participants are actively engaged in the learning process. During the course, the trainer will act as facilitator, using interactive learning methods to help participants to share their experiences and learn through participation in activities such as group discussions, case studies, role-playing, and games. At the same time, participants are instructed to develop an action plan for applying their new skills and tools to actual challenges in life and at work.

**Course overview**

More demands are being made on our time, at home and at work, and we sometimes feel overwhelmed. This course teaches skills and techniques to avoid wasting time, prioritise tasks and communicate how you wish to work.

**Course content**

Unit	Content
1	The importance of time management
2	Goal setting
3	Tools for prioritisation
4	Managing interruptions
5	Managing procrastination
6	Scheduling

**Targeted participants**

The training course, "*Time Management*" is designed for participants who have numerous tasks and struggle to manage their time.

**Benefits of studying at JobSearch**

- Environment conducive to learning
- Special attention throughout the course
- Career advice and counselling

**JobSearch (SL) Ltd**

9 College Road

Congo Cross

Freetown

+23299669199

[www.jobsearchsl.com](http://www.jobsearchsl.com)