

Time Management Workshops

Course Number: 07733

Soft Skills: Time Management Workshops

Course length: 1.0 day(s)

Course Description

Learn time management techniques that will help increase productivity, reduce stress and improve results.

Efficient time management is the key to getting the most out of your day. From managing email to juggling multiple projects, BLE's time management courses will help you reach your goals by learning how to budget your time wisely.

BLE's time management Workshops will teach you how to prioritize tasks...overcome procrastination...Recall, Reading and Stress Management Skills for Administrative Professionals

Course Objectives:

It goes beyond theory: it's practical, hands-on and technique-oriented. Throughout the two days, you'll be taught accelerated learning skills, advanced memory/recall methods and increased reading comprehension techniques. The results are immediate and will last a lifetime! You'll not only develop your mind but also gain the skills needed to control your workday in today's chaotic business environment

- Pinpoint where you need to take control
- Conquer procrastination and stress
- Effectively process and retain critical information
- Improve comprehension and focus
- Perform better when juggling people, paper and priorities

Performance –Based Objective:

- Prioritizing: the SMART way to set goals...the five-step time management plan
- Using your power skills to handle the mass of information on your desk
- Accessing your memory and recall skills
- Staying in control: how to use stress to your advantage and handle burnout
- Reading more effectively by increasing comprehension

Target Student:

Executive secretaries, secretaries and administrative/executive/sales assistants, managers, and team leaders.

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



For Training Information, call 410-461-1083