



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

TIME MANAGEMENT – 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>Do you put off more today than you can ever accomplish tomorrow... Exhaust yourself by 4:00 p.m. with only a fraction of your work done...</p> <p>If you're doing more and enjoying it less...it's time to get out of the time trap and back to being productive. This program will give you practical techniques for controlling time and making it a manageable resource.</p>	<ul style="list-style-type: none"> Managing your time effectively The value of time Preferred times for "Priority Work" The importance of balancing your personal life with work The Pareto Principle Techniques for managing time effectively (Taking stock, Goal setting, Prioritising, Planning) Meeting preparation and agenda setting Processes for notifying and informing Prioritising and planning 	<p>This course will assist you to improve your time management skills, making better use of your time hence becoming more productive.</p>



COURSE DETAILS	
<p>Delivery</p>	<p>Our instructor-led training course provides participants with an interactive session including group discussions, case study reviews and Question and Answer sessions.</p> <p>Our trainers can customise or tailor the course to your specifications or needs and deliver in-house providing you with a cost-effective and efficient training session.</p>
<p>Duration and Location</p>	<p>Our standard structure for this workshop is 1 day and can be delivered in any metropolitan or regional area of Queensland.</p> <p>Customisation is available based on individual council requirements.</p>
<p>Fees and Inclusions</p>	<p>Our training course will include:</p> <ul style="list-style-type: none"> Instructor-led training Statement of Attendance Course Workbook

PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS

**REGISTER NOW
07 3000 2148
FIND OUT MORE
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