



CLINICAL SKILLS & MANAGEMENT



Time Management

This Time Management training course teaches employees in all industries how to take control of their workload and ensure that each day is approached in the most efficient manner. With effective time management skills, whole teams and individuals can accomplish much more.

Programme/Course Content

- Recognising the problem
- Start the day right
- Managing expectation
- Time stealers
- Organisation
- Prioritisation
- Delegation
- Take a break – you have earned it!
- Short, medium and long-term planning
- Make the decision
- Managing paperwork
- Reflection
- Summary and evaluation

Aimed at: Each of our courses can be tailored to meet your team's requirements, whether introductory, intermediate or advanced. We can design the ideal solution to accommodate your team's ability, knowledge, practical experience and previous training.

Accreditation: Compliant with the National Occupation Standards for Health and Social Care Workers and satisfies the requirements of the Care Quality Commission

Further information: Effective time management has been proven to increase performance, profits, and reduce stress, if you are looking for a cost-effective way to reap the rewards of effective time management then contact us today either via telephone or email.