

<b>COURSE TITLE</b>	<b>MANAGING TIME</b>
<b>COURSE AIM</b>	Time is a resource that cannot be recovered once it has been spent. This makes time a very valuable resource, whether on a personal or organisational level. This module enables participants to develop strength and attempts to off-set weaknesses both on a personal and on an organizational level.
<b>COURSE CONTENTS</b>	<ol style="list-style-type: none"> <li>1. Identifying priorities</li> <li>2. Time wasters</li> <li>3. Devising control procedures</li> <li>4. Work patterns</li> <li>5. Target-setting and action planning</li> <li>6. Handling meetings</li> <li>7. Delegation</li> </ol>
<b>DURATION</b>	15 hours
<b>SCHEDULE</b>	Twice a week, 5.30pm to 8.30pm.
<b>VENUE</b>	At the ETC Training Complex in Hal Far.
<b>INTENDED FOR</b>	Owners/managers and prospective owners/managers of small business can apply for this course. Participants must be at least 16 years and be literate and numerate.
<b>FEE</b>	Nil
<b>CERTIFICATION</b>	The Institute will award Certificates to candidates who pass a final examination set by the Institute.

