

COURSE TITLE	TIME MANAGEMENT
COURSE AIM	Time Management gives students an overall view of how to manage their time on a daily basis to increase their productivity. The program covers how to develop a daily plan, how to manage technology, and how say "no" to doing too much. The program focuses on planning, Schedule, and concentration skills.
COURSE CONTENTS	<ol style="list-style-type: none"> 1. Identify the benefits of planning 2. Job objectives for medium and long term 3. Arrange the steps to planning a day 4. Follow steps to planning a day 5. Identify tasks not to schedule 6. Identify guidelines for making good decisions about technology 7. Guidelines for not wasting time on the telephone 8. Identify the causes of doing too much 9. Delegation 10. Structuring of effective meeting 11. How to prevent stress in everyday life
DURATION	12 hours
SCHEDULE	Twice a week, evenings.
VENUE	At the ETC Training Complex in Hal Far.
INTENDED FOR	All employees in an organization who need to learn how to manage their time more effectively.
FEE	Nil
CERTIFICATION	The Institute will award Certificates to candidates who pass a final examination set by the Institute.

