



# Time Management

In-Company Training (1 Day)

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Practical Time Management Skills

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Tailored Workshop

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in-company for  
teams



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# About This Course

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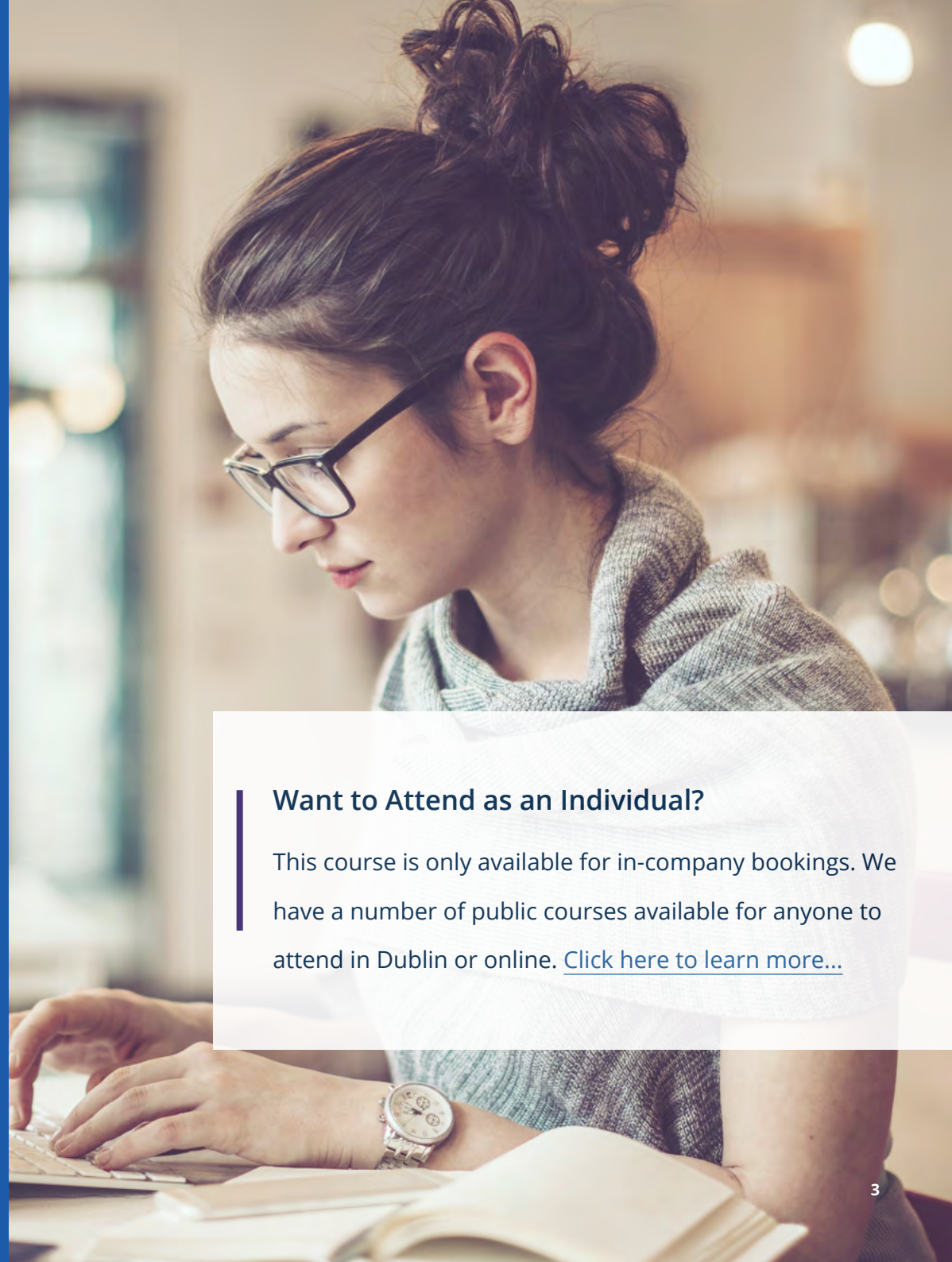
## Time Management - Simple, Effective Techniques

Our Time Management course is perfect for anyone seeking to manage their time more efficiently and meet high priority deadlines with ease.

It can often seem like time is a scarce resource. Effective time management is crucial for success in our personal and business lives.

This Time Management course will give each participant clear, valuable guidelines on how to manage their time so that the majority of their day is spent on high-priority tasks.

Participants will discover how to plan their work schedule so they can fit more into the day, make the most of time, and complete tasks without stress.



### Want to Attend as an Individual?

This course is only available for in-company bookings. We have a number of public courses available for anyone to attend in Dublin or online. [Click here to learn more...](#)

# Delivery Style

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We run this Time Management Course for in-company (often called “in-house” or “on-site”) training. This means that we deliver training exclusively to your team on a date you choose.

There are many benefits to choosing an in-house style of delivery.

## How In-Company Training Works

When you get in touch with us about in-company training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suits you best.



## Why In-House?

- ✔ **Tailored for Your Team** - While still adhering to the course syllabus, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.
- ✔ **You Choose the Delivery Style** - We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual classroom training (learn more on the next page).
- ✔ **Flexibility** - In-company training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.

[Get a Quote](#)



# Delivery Style: Live Virtual Training

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Virtual training enables participants to connect to live, trainer-led sessions from wherever they are located.

It's easy to connect and they will gain the benefits of a classroom style of training while enjoying the convenience of learning at home.

## How Virtual Training Works

In advance of training, we will send each participant the information and link they need to join the training.

To connect with our live training, participants will need a steady internet connection and a device with a web-camera, speakers, and microphone. Most home internet connections work perfectly for live virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will make sure everyone has guidelines on how to get connected. It's an easy, user-friendly process.



## Why Virtual?

- ✓ **Learn from Home** - This is an ideal solution for teams that work remotely. They can connect with real-time training sessions from wherever They are currently based.
- ✓ **Delivered by Experts** - By choosing our live virtual training, your team will learn from subject matter experts. They will also benefit from the ability to ask questions and gain advice from our trainers.
- ✓ **Group Training** - This style of training enables participants to interact virtually with their team. Via our online platform, they will be able to take part in group discussions and exercises without leaving home.
- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

[Ask a Question](#)

[Get a Quote](#)

# What Are The Benefits?

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## How Can Improved Time Management Help?

Struggling to manage time efficiently seems to be a common challenge in almost every role. Consciously focusing on improving your time management through training and then applying the skills you gain can have a transformative effect on your work.

Here are just a few benefits you will see if you apply the skills you learn during our training to an action plan:

- ✓ Higher Productivity
- ✓ Lower Stress
- ✓ A Reputation for Reliability
- ✓ Improved Accuracy
- ✓ More Free Time and More Options
- ✓ Ability to Prioritise



**Learn More**

**Ask A Question**

**Get A Quote**

# Course Content

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## ① Your Daily Tasks

- “Chance favours the prepared mind”: the value of planning your day
- Self-analysis: How wisely do you manage your time?
- Learn to prioritise tasks
- Distinguish between importance and urgency

## ② Time Management Rules

- Goal Setting: Learn about the benefits of identifying and pursuing clear objectives
- The importance of creating and maintaining a to-do list
- Prioritising rational, logical thinking over emotional reaction

- Saving telephone time: Planning a call in advance

## ③ Delegation and Working to Deadlines

- Discover how to delegate effectively and share work so that everyone benefits
- Learning to say no: How to deal with inappropriate requests for your time
- Eliminating time waste and unnecessary interruptions
- Working effectively under pressure
- Learn how to identify procrastination - the thief of time!

## ④ Action Plans

- Creating a plan to put your learning into action instantly



**Ready to Go?**

**Get a Quote**

**Ask A Quick Question**

## 3 Ways to Get Started

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### Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions you have and advise on the best option for your team's Time Management Workshop.

**Freephone 1800 910 810**



### Get a Tailored Quotation

Click the button below to request a tailored quotation for your in-company Time Management Workshop.

We will be in touch with a detailed quotation fitting your team's requirements.

**Get a Quote**



### Ask A Question Online

If you would prefer to contact us online, request a phonecall, or to get in touch outside of office hours, using the "Ask A Question" button below is the best option.

We'll respond with the information you need.

**Ask A Question**



# About Us

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## Professional Development - 34 Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 34 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, it service management, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential



### Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



### Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



### Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



### Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

## Stay Connected

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# Contact Us

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**Contact Us**

