

TIME MANAGEMENT

PROFESSIONAL DEVELOPMENT COURSE



AuPI
AUSTRALIAN
POLYTECHNIC
INSTITUTE.



COURSE OVERVIEW

In an increasingly fast-paced environment, greater demands are being placed on workers, including management and leadership, to produce more in a resource-constrained environment. Increased work demands and pressures can impact work-life balance creating further role conflicts and stressors.

This course shows you how to use techniques to help better manage your day-to-day lives, including providing insights into redirecting your efforts and prioritising tasks more effectively, given that time is a precious resource. This course offers practical and simple-to-apply techniques and solutions to help people seeking an effective balance between work and home, and study.



KEY FEATURES

- 8 hours of trainer-led online sessions
- Focus on managing time under pressure
- Attention to details
- Interactive examples & discussion
- 1-year access to learning materials
- Access to forums & industry networks
- Evening classes (from 6pm - 8pm AEST)

DELIVERY MODE

This course is held in a virtual classroom in four weekly sessions, which is live and interactive. You will be encouraged to ask questions,

share stories, reflect on how the content relates to your own experiences, and engage with other participants during activities.

Fees: Au\$500

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LEARNING OUTCOME

- ▶ Understand the importance of managing time and organising skills.
- ▶ Identify time wasters and develop strategies to manage time and workload.
- ▶ Examine and practise various tools and techniques to improve time and workload management.
- ▶ Identify and address psychological and stress-related triggers for better self management.

COURSE STRUCTURE

This course is structured over 4 x 120-minute sessions.

- ▶ **Session 1**
The importance of managing time & reasons for poor time management
- ▶ **Session 2**
Time management techniques, including process improvement Methods.
- ▶ **Session 3**
Typical time waster, psychological blockers, and ways to overcome
- ▶ **Session 4**
Stress reduction & management techniques

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