



Take Control of Your Time

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$395

Duration – 1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code/s*:

BSBPEF301 - Organise personal work priorities

BSBPEF402 - Develop personal work priorities

Course Objectives

This course teaches practical techniques for managing personal and work time. It covers the benefits of time management including setting goals and priorities, developing plans, recognising obstacles and using technology to save time.

Learning Outcomes

Workshop overview

- What is time management?
- The benefits of time management
- Workshop content
- Where are you going? Goal setting
- Establishing goals
- Goals and objectives
- The importance of goals in time management
- Aligning goals with your employer's goals
- Characteristics of effective goals and objectives

Where are you starting from?

- Conducting a time audit
- Achieving goals
- Identifying the 'time thieves'
- Personalities and time management
- Procrastination
- Can't say No
- Perpetually late
- Perfectionist
- Easily distracted
- 'Do it all'
- Poor communicator
- Time management and stress

Clearing the decks

- The skills and tools required for successful time management
- Technology and time management
- How to avoid technology wasting time
- How technology can save time
- Computing and communication tools
- Information management and Microsoft Outlook
- Delete, Do, Delegate, Defer
- Paper handling tools
- Entropy and how to combat it
- Summary

Developing time management plans

- Time management basics
- Establish priorities
- Distinguish between urgent and important
- Use the Pareto principle
- Write things down
- Planning for different time periods
- Planning for the telephone
- Planning for e-mails
- Planning for delegation
- Planning for meetings

Optional Assessment - \$195 per unit

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.