

SELF AND TIME MANAGEMENT TRAINING



This course is offered to you by:



ACTVET Licensed Training Provider
License No. 0602/2016

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Course Description

Delegates will learn skills which will improve planning, assertiveness, setting priorities, decision making, desk and paper management and communication skills.

They will have the skills to manage their priorities; management themselves to get things done on time; be assertive with colleagues and managers and learn how to say "no", gain sufficient time to complete their most important task; effective daily planning; prioritize and schedule tasks; learn to allocate time to each task in its order of priority; deal with interruptions and make effective decisions which affect your time positively.

Upcoming Schedule (2017):

ABU DHABI

May	22	Sept	14
June	22	Oct	25
July	24	Nov	22
Aug	28	Dec	24

Please reach our team for further enquiries and course registration.