

Time Management Workshop



College of Electrical Training (CET)

9 Cressall Rd, Balcatta WA 6021

PO Box 811, Balcatta WA 6914

Ph (08) 9240 7700 Fax (08) 9240 4349

5 Avior Avenue, Jandakot WA 6164

PO Box 3857, Success WA 6469

Ph (08) 9417 8166 Fax (08) 9417 8766

www.cet.asn.au

Connect Your Mind

Course Overview

This course provides participants with the knowledge and skills to maximise their time use in order to achieve more, and how to relate big picture objectives to every day tasks in a practical manner.

Participants discover the importance of a balanced life-style and how to create and maximise work and personal time.

Course Outline

- Self assessment
- The active continuum
- Goal setting
- Planning
- Prioritising the workload
- Overcoming procrastination
- The workplace - systems to cope
- Mind mapping projects and problems
- Handling interruptions and crises
- Maintaining balance
- Delegation
- Energy curve

Participants will be better able to

- Set priorities that link individual and organisation goals
- Develop an understanding of the effects of disorganisation
- Develop effective techniques for dealing with time wasters and interruptions
- Understand the importance of balance
- Understand how to delegate effectively
- Set up and use effective time management systems suitable to individual needs
- Awareness of effects of staff meeting strategies
- Understand the role of fluctuating energy levels

Features

- Interactive workshop for all participants
- Practical 'hands-on' approach to subject matter
- Strong motivational element
- In-depth understanding created of individuals desired outcomes from the negotiation process

Benefits

Participants will discover

- How to prioritise their workloads
- Strategies for dealing with medium and long term time management issues
- How to regain balance
- How to deal with interruptions
- Strategies for combating procrastination

Who Should Attend

Persons who have identified a need to achieve more without compromising the quality of the output or encroaching on recreational time.

Certification

Upon successful course completion students are provided with a Certificate of Completion.

Course Duration

1 day

How to Enrol

This course is only run on demand so therefore it will be subject to numbers. Please complete and return the registration form to register your interest, once we have enough people interested in the course we will schedule a date.

Cancellation Policy

8 days or more prior to course commencement	100% fee refund
2 to 7 days prior to course commencement	90% fee refund
1 day or less prior to course commencement	Nil fee refund

Skills Recognition

Our skills recognition process benefits students, who have achieved prior training skills or knowledge and applies to Skills Recognition, Recognition of Prior Learning (RPL), Credit Transfer, Advanced Study or Exemption.

If you believe you are entitled to any of the abovementioned we encourage you to fill out the Application Form for Skills Recognition, which is available from our administration team. Your application will be assessed on an individual basis.

Should you have any queries please do not hesitate to contact:

Balcatta Campus

Phone: (08) 9240 7700 Email: admin4@cet.asn.au

Jandakot Campus

Phone: (08) 9417 8166 Email: admin14@cet.asn.au

Registration Form

Time Management Workshop

Balcatta Campus Jandakot Campus

Where did you find out about the CET?

Surname _____
First Name _____
Date of Birth ____/____/____
Private Address _____
Suburb _____ Postcode _____
Telephone _____
Mobile _____
E-mail _____
Facsimile _____
Company _____
Company Address _____
Company Ph No. _____
Course Date _____

Course Fees—Fees are subject to change

\$200.00 per person

Discounts available to groups of six or more

Please find enclosed my cheque / money order / credit card authority / company purchase order payable to the CET for \$_____.

Paid by (if other than student, please provide name and address details)

Registration on this course is subject to receiving payment of course fees.

The College of Electrical Training (CET) is the major private training provider for the Western Australian electrical and telecommunications industries.

Excellence in customer service is our priority and you will find that in comparison with other colleges the CET is outstanding. We offer modern 'state of the art' facilities and quality training by industry for industry.

Please forward your registration form with your payment to:
See address details on front page



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