



Local Government Training Group

TIME MANAGEMENT

This one-day course will be of interest to anyone who needs to balance their workload and gain more control of time.

TRAINER: Margaret Pentland

Objectives:

- To assist participants in becoming proactive.
- To set personal and organisational objectives.
- To help prioritise work actions.
- To develop a personal system of time management.
- To identify actions that can be implemented at work.