



Time Management

SHORT COURSE



A smarter future

Our goal is to help organisations and individuals improve their performance and be the best that they can be. We do this by delivering world class training solutions at your workplace that build and develop skills and confidence.

Course Overview

How can you achieve better work/life balance? In today's highly competitive business environment, working additional hours doesn't guarantee success. There is a big difference between working hard and working smart – between being busy and being productive. This course is ideal for participants wishing to increase their productivity, effectiveness, efficiency and their quality of work and at the same time, reduce their stress levels and hours of work.

Who should attend?

Participants would include people who want to improve their workplace performance, and are open to new ways of going about their day to day activities.

Course Objectives

Learn how to:

- > set goals and objectives
- > prioritise and delegate tasks effectively
- > control and manage interruptions
- > manage commitments and learn to say "no"
- > develop more effective time management tools

Duration

One day workshop session, plus an additional half day coaching session for the participant group.

Benefits

- > Take control of your time by pre-planning activities
- > Increased ability to prioritise and manage tasks
- > Achieve the daily goals you set for yourself
- > Follow through with action
- > Become more effective and efficient



Capability Statement

Spectra Training is one of Australia's leading workplace training organisations. At Spectra Training we are committed to helping our clients improve the skills and productivity of their employees. We seek to do this by providing world class training solutions that add measurable value to our clients, in a flexible, relevant and engaging manner.

The Spectra Training approach is unique because we:

- > invest the time to understand clients needs
- > deliver training programs that are relevant and produce real workplace based results
- > produce world class courseware with in-house instructional designers
- > use top quality industry experienced trainers
- > follow up one day in-house training with half day coaching session in workplace

Education and training are the keys to unlocking human potential. All progress, innovation and improvement depend upon it. Without it, we remain stagnant, and so do the corporate environments in which we work. Without opportunities for growth, we remain blind to the possibilities for progress.

Imagine a world where:

- > your employees work more productively because they have learned new techniques and gained the confidence to implement and share new ideas
- > problems in the office, factory or warehouse are resolved quickly because your employees and supervisors have learned new problem solving skills
- > teams communicate and work better together to solve problems, create solutions and get the job done
- > absenteeism declines because the line manager has learned new ways to improve and engage staff
- > employees choose to stay in your organisation because of the perceived value of the training and professional development opportunities they are now obtaining

Spectra Training has developed a suite of short courses that will help your team refresh or acquire new skills and knowledge.

- > Lean Business Principles
- > Chain of Responsibility
- > Load Restraint
- > Manual Handling
- > Fatigue Management
- > Bluecard (TLI Industry Induction)
- > Customer Service Sales
- > Workplace Trainer (2 day program)
- > Professional Sales (Business Sales)
- > MS Excel (Beginner to Intermediate)
- > Workplace Safety
- > Time Management
- > Conflict Management

Please discuss with us your individual training requirements as Spectra Training have the trainers and courseware development team to deliver a short course to best address your needs across Australia.

For more information, visit Spectra Training at **www.spectra-training.com** or phone our friendly team on **1300 808 010** or email enquiry@spectra-training.com

Spectra Training is a business name of
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