



# Time Management Skills

## Overview

The workplace is becoming more complex. Workloads are increasing and the number of competing demands expanding.

In this course participants will learn how to identify and spend time on activities that matter and reduce the amount of time spent on those that don't.

Explore practical strategies to gain control of your workload and get the best out of the time you have available.

## Intended for

Those who need to prioritise tasks and manage their workload more effectively.

## Learning Outcomes

- Establish and achieve goals
- Effective people and project management including delegation
- Work more efficiently with management
- Identify techniques and tools to improve efficiency & productivity

## Qualification Pathway

Candidates have the option of completing a work based project covering a unit of competency that can contribute to the achievement of a Certificate IV or Diploma qualification.

- Certificate IV in FLM      BSBWOR404B Develop work priorities
- Diploma of Management      BSBWOR501B Manage personal work priorities and professional development

## Certification

On successful completion of workplace assignments, a Statement of Attainment will be issued for the nominated Unit of Competency.



**Duration:** 1 day

**Time:** 8.30am to 4.00pm

**Fee:** \$370.00  
(including GST on catering)

**Dates:** June 08  
August 03  
November 28

*Light lunch, morning and afternoon tea included.*

## BOOKINGS

**Head Office:** 33 Hanwell Way Bassendean WA 6054  
**T:** +61 8 9379 9999 **F:** +61 8 9379 9888 **E:** training@aveling.com.au

[aveling.com.au](http://aveling.com.au)