

Time Management/Working Smarter : Time Management/ Working Smarter

Time is a valuable resource that can be costly to a company when wasted. In this course you will develop communication strategies to minimize time loss, evaluate personal and organizational timewasters, learn to establish meaningful priorities and determine ways to deal with disruptions and unanticipated drains on time. Additional topics include schedule planning, prioritizing, delegation and large project completion. (6 contact hours)

Prerequisites

Supervision Certificate Program

Course Outcomes

- Manage activities to make the most productive use of available time
- Establish meaningful work priorities
- Evaluate where time is lost
- Develop a plan to improve time effectiveness