



STUDY365
.co.uk

Certificate in Time Management

CPD ACCREDITED



Time Management

Boost your skills with the best online courses

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**THE
INDEPENDENT**

hotcourses

BARCLAYS

The Telegraph

ABOUT US

We are one of the world's best online platforms, offering courses in everything from office administration, to accounting, to yoga - and much more. All of our 1000+ courses are taught by an expert teacher, and because every course is on-demand students can learn at their own pace, in their own time and on any device.

OUR MISSION

The mission of Study365 is to provide industry relevant higher education to a diverse student population through innovative technology and experience teachers, enabling you to pursue personal and professional goals.

OUR VISION

We hope to innovate online education on a global scale, and to be recognized as instrumental in the web application of instructional technologies which facilitate a new generation of e-learning and e-teaching.

OUR PROCESS

We believe that online learning is the future, and as such, we are fully online. Providing outstanding resources to our learners straight to their laptop or device. We help students everywhere to achieve excellence.



Get Certified

You'll be assessed by Study 365 on completion of your modules. In most cases you'll be graded instantly, so there is no frustrating waiting around to find out your grade. Depending on the course, you might also be assessed in a real working environment. Successful students will gain relevant certification, many of which are recognised by professional institutions.



Excellent Value for Money

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Go at your own Pace

Life can be hectic, we get that, so we won't pressure you to go at a pace that's uncomfortable for you. To us whether you're zooming through the modules, or taking the scenic route, it's all good. The beauty of studying with Study 365 is that you can set the pace, learn in the comfort of your own home, and even take us with you on holiday!



Expert Tutor Support

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Certificate in Time Management

About the course

OVERVIEW

Ever feel like there aren't enough hours in the day?

Time management is the way we plan and organise how long we spend on different tasks in order to accomplish our goals. It is not about squeezing as many tasks into our day as possible. It is more about effective prioritising and organising our workload, and learning how to eliminate procrastination and time-wasting habits. By including it in our own personal development plan, we will not only see our productivity rise, but our stress levels reduce.

Many people feel overwhelmed by the all the demands, distractions and interruptions of the working day, so time management is a very important skill to have in the modern workplace. This course will offer some suggestions for keeping the tide of external demands at bay and help you to develop a truly efficient routine and rhythm to your working day. This online training course will show you all kinds of proven techniques that will help you do just that, and enable you to get the most out of your working day.

Learning with Study365 has many advantages. The course material is delivered straight to you and can be adapted to fit in with your lifestyle. It is created by experts within the industry, meaning you are receiving accurate information, which is up-to-date and easy to understand.

What will I learn?

- Learn how to manage deadlines
 - Work more efficiently
 - Improve your organisational skills
 - Identify your tasks and prioritise them
 - Overcome the factors of poor time management
 - Increase your productivity
- Learn how to manage deadlines
 - Work more efficiently
 - Improve your organisational skills
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 - Overcome the factors of poor time management
 - Increase your productivity



365 Days



10 Modules



Exam Included



10 Guided
Learning
Hours



Course
Certificate



Advanced,
beginner and
Intermediate

Who is it for?

All levels of staff that need to learn how to manage their time in an effective way.

Method of Assessment:

At the end of the course, learners will take an online multiple choice question assessment test. The online test is marked straight away, so you will know immediately if you have passed the course.

Course Description:

This online training course is comprehensive and is designed to cover the key topics listed under the curriculum. This course has been designed for 10 guided learning hours.

Certification:

Successful candidates will be awarded a certificate for "Time Management Training".

Course Curriculum

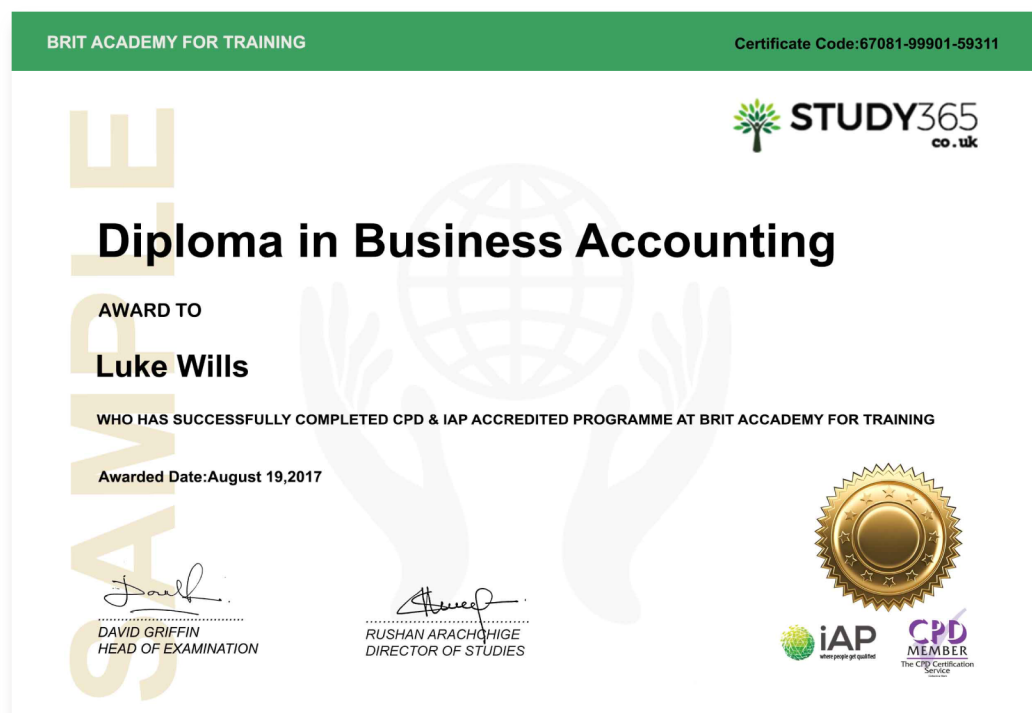
- 1 Time Management Fundamentals
- 2 Time Management Tips
- 3 Manage Time
- 4 Managing Your Time
- 5 Successful Time Management Process
- 6 Time Management Skills
- 7 Time Management with Outlook
- 8 Time Management for Sales Professionals
- 9 Time Management for Lawyers
- 10 Time Management for Nurses



Accrediting Bodies



Accredited Certificate



UKRLP UK Register
of Learning
Providers

Effective Lessons

All lessons have been designed by experienced instructors with interactive teaching techniques.

Go at Your Own Pace

Complete the course in 2 days or two years - it is completely your decision.

Quality Study Materials

An easy to understand yet detailed course syllabus.

Gain a Qualification

End of course test and certificate.



Tutor Support

Experienced tutors on hand to offer you support and guidance by email



Fully Verifiable Diploma

Any future employers can validate your qualification via our website
24/7



12 Months Access

You will have access to the course and all update for life.

**Our online courses are extremely popular. Book today to secure your place
and take the first step to rewarding new career**

WHAT OUR LEARNERS SAY ABOUT US

Easy to follow and full of great Customer Service. Thank you very much!

- Qab Deen -

All the videos broke up on occasions. Easier reading method such as two continuous pages as with Microsoft Word would have been better

- Alastair Jinks-

The program is helping me understand lots of fundamentals and I am becoming a better person And I have to really appreciate the customer services that they are providing to students

- Kevin Delson -

WHO CAN TAKE THIS COURSE?

BOOK NOW: To take advantage of this training opportunity and come away with the knowledge, tools and a recognised qualification to pursue a rewarding career in Office Administration, contact us today on

Please note:STUDY365 does not provide any software with this course.



FAQs

✓ Who can take this course?

Anyone who has an interest in working in this field is encouraged to take the course. There are no entry requirements to take the course.

✓ What is the structure of the course?

The course is broken down in to modules. Each module takes between 10 and 60 minutes on average to study. Although you are free to spend as much or as little time as you feel necessary on each module, simply log in and out of the course at your convenience.

✓ Is there a test at the end of the course?

Once you have completed all modules there are multiple choice questions test. The questions will be on a range of topics found within the modules. The test, like the course, is online and can be taken a time and location of your choosing.

✓ What is the pass mark for final the test?

The pass mark for the test is 65%

✓ What happens if I fail the test?

If you don't pass the test first time you will get a second opportunity to take the test again after further study.

✓ When will I receive my certificate

Once you have completed your test you can log in to your account and download and print your e-certificate any time you need it. If you would prefer us to post you a printed certificate, there will be an admin charge of £29

✓ How can I pay?

We use PayPal for all payments on the site. You can either use your Visa, MasterCard, American Express, Solo cards or PayPal account to pay for the online course. All payments are handled securely by PayPal. We also accept bank transfer (BACs). Please contact us for more information about this

✓ Is my payment secure?

As previously mentioned your payment is totally secure. We don't get to see your payment details



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