



THE CPD STANDARDS OFFICE
CPD PROVIDER: 21344
2021-2022
www.cpdstandards.com

TIME MANAGEMENT MASTER CLASS

1 day
OFFER



WHO WE ARE...

Schultz Knowledge is a dynamic consultancy and training company that provides services in several areas such as: organizational development, communication, project management, effective manager, leadership, human resources, negotiation, time management, customer care.

Schultz Knowledge London is the UK's first-class business training and consulting service provider, to both individual and organisational clients

The ingredients we rely on are: brush up the knowledge, the skills and the attitudes. In order to achieve this, we use behavioral sciences applied through the experiential method of learning

Our Clients:

Deloitte, ICON Institut Germany, L'Oreal, Marie Stopes International, London College of International Business Study, Habitex International Belgium, Veolia France, Assicurazioni Generali, GDF Suez, Cushman&Wakefield, Lukoil.



TIME MANAGEMENT MASTER CLASS

Time – one of the most valuable resources, be it in our professional or personal lives. But, how do we get to master it? Personal relation with Time: we don't see it, but it affects us daily. Delaying: the high price we pay. Disruption: how to handle it?

The training we deliver on Time Management Master Class helps participants to understand their relationship with time, as well as to develop the ability to decide which tasks need to be completed and when.

The training we propose is a very dynamic and interactive one, and the method developed by Schultz Knowledge represents the new approach on how to define and integrate performance indicators in time management tools, thus when one starts prioritizing their tasks will always include the performance element as a criterion.

London, UK

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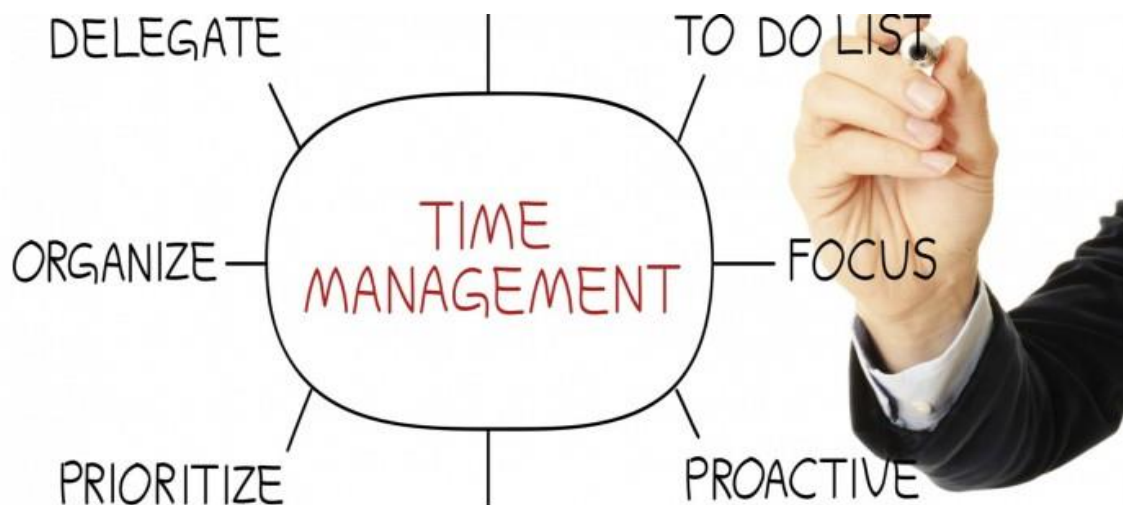
Both employees and employers will have a better image on how time allocated to certain tasks brings back results and what type of results it generates.

Benefits

- Training materials
- You will receive a CPD Certificate of Attendance in time management
- You will be part of an innovative, interactive and practical time management course

How will I be assessed?

You will complete a weekly planner.



Objectives:

At the end of the training, participants will be able to:

- Have a better understanding of time as a valuable resource
- Improve time management skills
- Set up goals
- Prioritize tasks taken into consideration time as well as performance elements
- Use specific time management instruments
- Identify “time thief’s” as well as methods to overcome them
- Manage weekly agenda

The training comprises a succession of practical and theoretical applications and elements on the following **topics**:

- Being clear about your job
- Setting goals
- Managing what to do
- Setting priorities
- Stop procrastinating
- Time wasters
- Dealing with the unexpected

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- Handling interruption
- Delegation
- Linking effort to benefits
- Setting Performance Indicators
- Weekly planner

Entry requirements:

Qualification/s or experience in your subject area.

Applicants are expected to have a good command of both written and spoken English

Certification:

The graduates will receive 7 credits CPD Certificate of Attendance in project management



Trainer:

Marius Dontu

Marius Dontu is the General Manager of Schultz Learning District: Schultz Consulting, Schultz Development and Schultz Knowledge (London, UK), being directly involved in the administration and management of the business (training and consultancy). He is an international certified senior trainer working in this field since 1994. He has experience in Project Management having a very good understanding of the business environment since 1991. Since then, he has planned and coordinated several national and international programs and grants (European Union Funds, World Bank and United Nations for Development programs etc.) in Nigeria, Germany, United Kingdom, France, Italy, Austria, Romania etc. Marius provided project management training to Lukoil, Netop Denmark, T-Mobile, Deloitte, Inocsa Ingeneria Spain, Veolia, Tractebell-GDF Suez, Icon Institut Germany.

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DATE

28th of May 2021 – 1 day training

LOCATION – Uncommon Co-working Space Highbury Islington

LANGUAGE: english

PRICE

300 GBP/delegate

Includes: trainers' expenses, training room.

AGENDA

Time Management Master Class

Day 1

09:00-09:30 — Introductory session/Ice break

09:30-10:00 — Goals setting

10:00-10:30 — Managing what to do

10:30-11:00 — Arrange the task

11:00-11:15 — Coffee Break

11:15-13:00 — Time priority tools

13:00-13:40 — Lunch Break

13:40-14:20 — Delegation

14:20-15:00 — Time wasters

15:00-15:15 — Coffee Break

15:15-15:40 — Performance indicators setup

15:40-16:30 — Term schedule, Weekly planner

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