

<b>Course Title:</b>		<b>Time Management</b>					
<b>Course Code:</b>		S4205BGR	<b>Centre:</b> Sutton		<b>Tutor:</b> Anne Doerr		
<b>Day:</b>	Thu	<b>Start Date:</b>	24/03/11	<b>Length:</b>	1 wks	<b>Time:</b>	18:30-21:30

### Course Content/Syllabus

This course will include the following topics:

- The importance of good personal organisation
- Understanding own role and that of others
- Target setting and planning
- Prioritising
- Dealing with the unexpected. What interrupts us?
- Time management systems – diaries, notes, planners, electronic systems

#### After completing the course, students should be able to:

- State the importance of effective time management
- Develop the skills gained during the course in a work environment
- Plan and prioritise their workload.
- Set and achieve realistic targets

### Assessment Methods

Continuous informal assessment.

### Home Study

### Attendance

Regular attendance is expected in order to get the most from your course.

### Entry Requirements

N/a – all welcome

### English, Maths & IT Entry Requirements

Basic English

### Exam Fees

N/a

### Additional Costs (eg course materials & textbooks)

- Folder, lined paper and a pen

You are advised not to purchase text-books or equipment until the course is confirmed.

### For your first session, please bring:

- Paper and pen

### Extra Help With Your Learning

For details of additional support, please request the learning support leaflet and indicate your needs on the enrolment form.

### Progression/Further Opportunities:

Attend other management modules or Introduction to Management Skills.