

Course Title:		Time Management					
Course Code:		S6006BGR	Centre:	Sutton	Tutor:	Anne Doerr	
Day:	Sat	Start Date:	21/05/11	Length:	1 wks	Time:	09:30-12:30

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.