

Effective Time Management

Nationally Endorsed Industry Competency

Organise personal work priorities and development - BSBWOR301

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration:

1 Day

Investment:

\$445 *GST-Exempt*
Includes training reference manual

You should attend if...

You never have enough hours in the day to get through all the things you know you should do! This program is suitable for people just starting out or if you need a refresher. You feel under strain at work and have difficulty making decisions. You are constantly tired and/or drained or you have too much to do and cannot switch off or find time to relax, sleep or unwind

CONTENT

TIME MANAGEMENT

Section 1: Organise and complete own work schedule

- Understanding Key Performance Indicators (KPIs)
- Assess and prioritising tasks
- Completing within timeframes
- Factors affecting achievement
- Overcoming objectives and obstacles
- Using technology effectively and efficiently

Section 2: Monitor own work performance

- Monitor and adjust performance
- Self assessment to ensure achievement and compliance
- Seeking and evaluating feedback
- Identifying and reporting on variations of quality
- Identify signs of stress
- Identify sources of stress
- Accessing appropriate support

Section 3:

Co-ordinate personal skill development and learning

- Identify learning and development needs and skill gaps
- Identify, prioritise and plan to undertake skill development
- Complete and record professional development
- Facilitate continuous development
- Use formal and informal feedback for review for further needs

COURSE OUTLINE

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NATIONALLY RECOGNISED
TRAINING

For bookings contact us on:

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