

Training Provider	Learn Skills	Assessment	Quizzes & Final Exam
Location	learnskills.org	Qualification	Certificate of Completion
Method	Asynchronous Self-paced	Eligibility	Open
Cost	60 EUR		

Are your staff putting in long hours but still not getting the job done?

It's About Time is an interactive resource designed to help individuals boost their performance by achieving more in less time and with less stress. Many people confuse 'busy-ness' with 'effectiveness' - a person may be working extremely hard and putting in long hours but what are they actually achieving? It's About Time provides users with the knowledge and tools to make sure their effort gets results.

Time – that precious resource that we all need more of. How to make the very best use of time, and how to pack more into it? Encourage your key staff to undertake this training and they will recognise the classic time wasters and learn to channel their energy into smarter work techniques.

It's About Time takes a pragmatic approach to the working day, showing how to avoid interruptions and time-wasting interactions, and how to ensure all the urgent and important tasks take precedence so that deadlines are met.

Having worked through the learning material employees will be able to organise themselves more effectively, concentrate on what matters most and produce the results you need. Not only will they then achieve a better work/life balance, but the organisation will benefit from a more focused workforce and improved productivity.

This e-learning course is suitable for self paced learning, distance learning and blended learning. This is an online training course and uses high quality multimedia with audio to fully engage the user.

Partner

Skill Booster is a recognised leader in online training.

Related Courses

- Time Management



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