



Making best use of the limited time available in today's fast moving business world is the subject of the Time Management award. This award is part of the IBS accredited programme under the title "Diploma in Business Skills". For more information please visit: <http://www.bbpsd.co.uk>

Award in Time Management in Business

ABE Award in

# Time Management in Business

## AWARD OBJECTIVE

Time is a fixed resource over which we have no control. However, how we use that time can greatly influence how effective we become. This Time Management award is designed to ensure that you are aware of your current time management techniques and what you can do to improve them over the short, medium and long term. It looks particularly at many of the most common time wasting activities that occur in the majority of businesses and gives guidance on how to avoid them.

## DIPLOMA OBJECTIVES

This award is the seventh of eight stand alone awards which together comprise the complete Diploma programme. The programme, which has been designed to enable delegates to appreciate and develop skills in a broad range of topic areas that are relevant to everyday business, has two key aims. These two aims run concurrently through all awards. The first key aim is that the delegate will benefit from a personal perspective by developing skills which will enable him/her to embark confidently on a successful business career. The second main aim of the programme is that the business in which the delegate is currently employed, or about to be employed by, will also benefit as the delegate engages with topics that are at the forefront of modern day business techniques.

## COURSE CONTENTS

The course is split up into 5 key sections which focus on the following important areas of time management:

- Why Time Management?
- Self Management of Time
- Eliminating Time Wasting Activities
- Delegating
- Effective Personal Time Management

## WHAT WILL YOU LEARN?

Upon completion of the course participants will be able to:

1. understand why time management skills are necessary
2. determine how you, as an individual can make best use of the time available
3. be able to identify ways in which you can eliminate time wasting activities in business
4. be confident in delegating tasks
5. understand how to use personal time management to achieve strategic objectives

## WHO SHOULD ATTEND?

This award is essential if you want to be part of the increasing global demand from employers for the basic business skills and applied knowledge that is a prerequisite for success in today's challenging business environment. Employers will benefit from enhanced employee capability and current and perspective employees will gain from their own personal development and greatly enhance their future career prospects. At the moment there is limited provision of this type available and the award has been devised in response to this demand.

## PREREQUISITE

You should be educated to high school level although delegates with relevant work experience will have the necessary skills to complete this award. The fundamental requirement of all delegates embarking on the award is a desire to improve and update their knowledge.

## FORMAT

The taught instructor-led course will be a suitable mix of lectures, tutorials, workshops, case studies, videos and hands on practical exercises. Delegates will be given immediate opportunities to apply what they have learned with real life problems and case studies.

A comprehensive course workbook is at the core of this course and delegates will also be guided through additional material in the instructor-led sessions.

Each award has an assessment of a 1-hour formal examination which will relate directly to the skills learned and developed in that course.

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