



Training & Personal Development

Time Management

This course will provide delegates with the tools and techniques to identify how their time is currently managed. It will help set goals and objectives, plan activities and prioritise tasks.

Course dates and venues are published on www.phlexglobal.com/training

Book now: training@phlexglobal.com; ☎ 01494 720420

Further information: 📍 www.phlexglobal.com/training

Course Outline:

- Results- oriented working
- Principles of self organisation
- Achieving focus and prioritising
- Dealing with Distractions, Interruptions and Time wasting
- Time management and people management
- The art of delegation
- Pulling It All Together

Course Benefits:

This course uses a blend of trainer input and group discussion to ensure that delegates will be able to:

- Understand how to prioritise work
- Understand how to increase productivity without compromising quality
- Improve individual and team performance

Leader Biography:

Rachel Harrison specialises in communications and leadership training and consultancy. She has an excellent track record of innovative, bespoke training within the pharmaceutical industry across Europe and in the USA. She compliments 10 years of experience as a consultant to the pharmaceutical industry with a strong portfolio of consultancy and training work within the statutory and voluntary sectors in Europe.

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