



Time Management: Course Leader Module

Martin Scott

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This course shows how to achieve more by prioritizing a workload effectively, how to plan ahead and get started, and how to deal with interruptions. Effective time management is the hallmark of the effective manager. use of diaries, planners and organizers, coping with pressure, managing the desk, delegation, managing the boss, and working with others. "Time Management" provides practical advice on how to decide goals, planning them and making them happen. This course leader's module contains two course videos, a course guide, suggested timetable and background information, hand-out masters, and full-colour OHP transparencies. The hand-out masters contain pre-course reading, background information and exercises. One video highlights case studies and the other is a video drama. The videos use well-known actors to illustrate the key learning points.

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