

**OBJECTIVE SETTING AND
TIME MANAGEMENT**

<i>Course Code(s)</i>	<i>Course Date(s)</i>
OSTM	10 th October 2013

<i>Main Aim and Key Benefits:</i>	This programme will enable delegates to set SMART objectives and prioritise their own workload. It will enable them to identify a time management technique that would work for them and any constraining or limiting factors which could hinder achievement of objectives. Highly recommended for all those who need to improve their time management
<i>Course Content</i>	<ul style="list-style-type: none"> • Setting SMART Objectives • Prioritising • Set Your Objectives • Constraints and Managing Them • Monitoring Results • Personal Action Plan
<i>Training Methods:</i>	<ul style="list-style-type: none"> • Presentations • Syndicate exercises • Group discussions
<i>Who will benefit from attending:</i>	Bursars, Assistant Bursars, Head of Department and other personnel who need to achieve objectives to a set deadline
<i>Duration:</i>	1 day
<i>Certification:</i>	By OBT and Progressive Training, recognised by CIEH
<i>Fee (excl VAT):</i>	£167.50
<i>Training Provider:</i>	Progressive Training