



OBT

## OBT Course Outline

### MANAGING YOUR TIME

<b>Main Aims and Key Benefits:</b>	This half day course will help delegates to identify their strengths and weaknesses in time management and give them the tools to manage priorities.
<b>Course Content:</b>	<ul style="list-style-type: none"><li>▪ Setting personal objectives</li><li>▪ Prioritising workload</li><li>▪ Maintenance and progress tasks</li><li>▪ Using To-do Lists</li><li>▪ Delegation</li></ul>
<b>Training Methods:</b>	<ul style="list-style-type: none"><li>▪ Pre-course work</li><li>▪ Individual exercises</li><li>▪ Group discussions</li></ul>
<b>Who will benefit:</b>	Bursars, Assistant Bursars, Managers and Supervisors
<b>Duration:</b>	½ day
<b>Certification:</b>	OBT and Progressive Training
<b>Training Provider:</b>	Progressive Training