



Time Management

Available In:

- English
- Spanish
- Videoconferencing

How Many Times Has What Someone Else Feels Is An IMPORTANT Task Been Given To You As An URGENT Task?

Procrastination is a common problem among employees. This training will help participants take charge of the time they have. This is a hands-on training that involves participant activities.

What trainees will learn:

- A way to develop and use processes and tools to maximize efficiency, as well as effectiveness and productivity.
- How to master the skill of assigning priorities to tasks
- How to Delegate

How this training will benefit your company and employees:

- The participants will understand their strengths and weaknesses in managing time.
- They will be efficient in Scheduling Time and Tasks.
- They will know how and when to Delegate.
- They will learn how to avoid Procrastination.
- They will understand how to deal with interruptions and distractions.

Participants will also understand how to do what matters most first.

This training can be conducted for 8 hours or more. Onsite training may be customized to meet your business needs.

ABOUT CHARLES Z. RADNEY, ACG



Education and Special Industry-Related Trainings

Certified Instructor NCCER
National and Local ATD Member

Industry Experience

My success as a Corporate Trainer has come in large measure from a relentless commitment to providing the finest training services in the country.

Communications and Leadership Experience

Member of Toastmasters International 15 years

Advanced Communicator Gold, Advanced Leader Bronze

Past Chairman Toastmasters IE Speakers Bureau