

We offer a half day workshop on time management which also looks at leading others and coordinating professional development. This is a generic workshop tailored to any industry and participants will come away with the ability to:

Plan and complete your own work schedule  
Monitor your own work performance  
Coordinate professional development

## About the course

This course is based on current industry standards, hands on application, relevant case studies and real discussions that can generate relevant skills and results.

**Cost - \$150 per person (Max \$1500).**

**Capped at 12 people – preferred minimum 5 people.**

**Length – 4hr workshop**

**Statements of attendance issued by EDB  
Training Services RTO ID: 32376**

**Mobile: 0418-989-094**

**Email: [brad@edbtraining.com.au](mailto:brad@edbtraining.com.au)**

### Time Management workshop

- Managing yourself
- Behaviour and role modelling
- Leadership v Management
- Identifying goals and objectives within a business
- Time Management
- Coordinating professional development
  - Includes coaching skills and
  - Setting performance appraisals