



TSM Consulting - creating and delivering value

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We are proud to present:
Time Management

Date	Venue	Price excl. Vat	Presenter	Duration & Time
19 May 2010	13 Synagogue Street, Paarl	R750 per person	Anne Jordaan	08h30 – 16h00

Our price is offered per delegate attending the workshop. This includes tea/coffee, lunch, refreshments and a detailed participant's manual. This fee does not include any other expenses, e.g., travelling or accommodation.

Learner outcomes

By the end of this workshop participants should be able to:

- Understand the concept of time management
- Understand yourself and your time management style better
- Analyse how you manage your time and identify the problem areas
- Identify typical time wasters
- Plan and use your time more efficiently by providing you with time management tools
- Develop an action plan to manage your time more effectively

Who should attend?

This program is suitable for administrative and support staff who want to learn how to utilize and manage their time more effectively. To register, please go to the following link:

<http://www.tsm.co.za/registration.asp>

Enquiries

For more information, please contact:

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