



TRAINING SUMMARY

RSMac Consulting Inc.
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<u>COURSE NAME</u>	Time Management	<u>LENGTH</u>	15-20 mins
<u>COST</u>	\$49.99	<u>LANGUAGE</u>	English
<u>JURISDICTION</u>	National (Canada)	<u>VOICEOVER</u>	Yes

DESCRIPTION

Efficient time management is the key to getting the most out of your day—and to surviving the increased business pressure brought about by economic turmoil. From managing email to juggling multiple projects, this time management module will help you reach your goals by learning how to budget your time wisely and effectively—and help you rethink and reprioritize on a moment's notice.

LEARNED TOPICS/OBJECTIVES

- Understanding the value of time
- Understanding the IPM and IDEA processes
- Best practices for time management
- How to effectively create to-do lists
- The impact/effort matrix

ASSESSMENT

Testing conducted throughout this course is designed to reinforce the information presented. A mark of 80% must be achieved in order to receive a certificate of completion. Participants are able to repeat the course if the pass mark is not achieved.

Upon successful completion of this online course, a certificate of completion will be available for download and printing.

Discounted pricing starts at 3 or more courses. Pricing available for individuals or companies. Contact RSMac Consulting Inc's Learning Centre team directly at training@rsmac.ca for a quote on volume discounts and discuss our Learning Management System for companies.