

Time Management for Credit Staff

What will you gain?

- Simple and effective techniques to help you make the most of time.
- Greater effectiveness and confidence at work.
- Improved collection performance.

Who is it for?

The training is designed for anybody working in credit who would like to feel more in control of workload and improve collections.

What will it cover?


- Managing time – a self assessment
- Putting Parameters on Time and Work
- Managing Yourself
- Working with Others
- Dealing with Accounts Queries
- The Collection Strategy
- Personal Action Planning

Assessment

Questionnaire six weeks after training so you can check progress with your action plan.

Duration 1 day
Code S106
Recommended next course:
Business Communications and Personal Skills

Training options

 **In-company training**

“ I feel more confident about doing my job and will make lots of positive changes. ”
Credit Controller, Ministry of Justice

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