

# Time Management

This is an ideal training webinar for those who need to improve time management, feel in control of their workload and improve collection performance.

- the very best of our tutorial advice
- a visual and interactive presentation
- the use of online tools to question the tutor
- learning with minimal impact on your working day
- value for money
- and much more....

## What will you gain?

- Practical tips to put into immediate use
- Improved effectiveness and results
- Greater confidence at work

## Who is it for?

This training is valuable for anyone working in a role with high volumes of work or customer interaction. It provides a good refresher for experienced collection, team leaders and managers.

## What will it cover?

- **Time management**  
Transform your effectiveness with this time management webinar. Learn how to work smarter not harder.

## Assessment

Pre and post training self assessment linked to performance improvement action plan.

This webinar combines well with other webinars and training days for learners who are working towards most CICM assignments.

[View and Book Scheduled Courses](#)
[Training Directory](#)

**Duration** 45 minutes

**Cost** £87 + VAT  
CICM member

£97 + VAT  
Non-member

**Code** WEB4

**Recommended next courses:**

**Credit Management in a Nutshell**

**Negotiating and Influencing**

**Advanced Telephone Collections**

## Training options



Webinar

The recognised standard in credit management

T: 01780 722907

E: [training@cicm.com](mailto:training@cicm.com)

[www.cicm.com](http://www.cicm.com)