Time Management

Learn how to improve your time management skills without leaving your desk from this interactive training webinar.

What will you gain?
- More control over workload.
- Improved effectiveness and results.
- Greater confidence at work.

Who is it for?
Valuable for anyone working in a role with high volumes of work or customer interaction. The webinar provides a good refresher for experienced credit controllers, collectors, team leaders and managers.

What will it cover?
- **Collection strategy**
  Analysing, targeting and prioritising
- **Working with others**
  Personality styles, delegation, saying ‘no’, interruptions, telephones/emails
- **Personal organisation**
- **Time saving tips**
  Practical tips to put into immediate use
- **Meetings**

Assessment
Provides support towards the Business Communications and Personal Skills assignment.

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**Duration**
45 minutes

**Cost**
- **£87 + VAT**
  CICM member
- **£97 + VAT**
  Non-member

**Code**
WEB3