

<b>Workshop Title</b>	<b>Time Management</b>
<b>Workshop Description</b>	This workshop looks at the importance of time management and how to use planning methods to get most out of a day and be more effective and productive. The delegates will learn how to identify time wasters and develop tools and techniques in time management.
<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Must be at least twenty three years of age.</li> <li>• Must be in possession of a matric certificate or the mature age exemption procedure will apply.</li> </ul>
<b>Delivery Method</b>	Contact Session
<b>Duration</b>	1 day/ 8 hours
<b>Price</b>	Refer to BSU Fee Schedule
<b>Enquiry Contact</b>	bsuenquiries@dut.ac.za / 031 -373 5710/ 5762