

Level 5, Warrens Towers II, Warrens, St. Michael

Tel: 535-6700 or Fax: 535-6728

invites nominations for the course

TIME MANAGEMENT

October 29th, 2026

**Deadline for
nominations:
October 16, 2026**

Course Code:

GEN0104



Target Audience:

All Public Officers



Aim:

To expose participants to current methods and strategies for managing their time, and to improve individual and organizational productivity.



Delivery Mode:

Face-to-Face



Course Content:

The course will cover the following broad subject areas:

- The Concept of Time Management
- Recording Use of Time
- Analysing Use of Time
- Identifying Time Wasters
- Strategies for Managing Time



Course Objectives:

By the end of the training, participants should be able to:

- Define Time Management
- Analyze Time Schedules
- Set Goals and Objectives
- Prioritize Activities
- Identify Time Wasters
- List Key Strategies for Time Management



Click on the "Apply Now" button to submit your application for the course.

For further information please contact:

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Visit us at:

mps.gov.bb

