



# The Learning and Development Unit

Ministry of the Public Service and Talent Development

Invites you to participate in

# Time Management

Course Code: GEN0504

**Date: 8<sup>th</sup> June 2026**

**Time: 8:30am to 4:15pm**

**Room 501, Level 5, Warrens Towers II,  
Warrens, St. Michael**

**Target Group: All Public Officers**

**Course Aim: To expose participants to current methods and strategies for managing their time, and to improve individual and organizational productivity**

**Objectives:**

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

**APPLY NOW!**

**Deadline for Registration  
22 May 2026**

For more information contact:  
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