

Maximising Personal Productivity and Time Management

Human Resource (HR) Management

Course Overview

Maximising Personal Productivity and Time Management: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

- Explain the core principles and current good practice in Maximising Personal Productivity and Time Management
- Apply practical tools and techniques for Maximising Personal Productivity and Time Management in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Maximising Personal Productivity and Time Management in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Setting the scene: Maximising Personal Productivity and Time Management in today's organisation
2. Key concepts and the language of Maximising Personal Productivity and Time Management
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Maximising Personal Productivity and Time Management with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
14 to 18 Sep 2026	Accra	\$1,395
21 to 25 Sep 2026	Online	\$700
5 to 9 Oct 2026	Johannesburg	\$1,395
19 to 23 Oct 2026	Lagos	\$1,395
26 to 30 Oct 2026	Pretoria	\$1,550
9 to 13 Nov 2026	Harare	\$1,550

16 to 20 Nov 2026	Cairo	\$1,395
30 Nov to 4 Dec 2026	Windhoek	\$1,550

LTC Consultants

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.