

Time Management and Personal Effectiveness for Managers

Management and Leadership

Course Overview

Time Management and Personal Effectiveness for Managers: 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 Time Management and Personal Effectiveness for Managers
- Apply practical tools and techniques for Time Management and Personal Effectiveness for Managers in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Time Management and Personal Effectiveness for Managers 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: Time Management and Personal Effectiveness for Managers in today's organisation
2. Key concepts and the language of Time Management and Personal Effectiveness for Managers
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 Time Management and Personal Effectiveness for Managers 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)
5 to 9 Oct 2026	Pretoria	\$1,650
12 to 16 Oct 2026	Gaborone	\$1,395
19 to 23 Oct 2026	Kigali	\$1,395
26 to 30 Oct 2026	Online	\$750

2 to 6 Nov 2026	Cape Town	\$1,550
9 to 13 Nov 2026	Lusaka	\$1,395
16 to 20 Nov 2026	Maputo	\$1,395
23 to 27 Nov 2026	Johannesburg	\$1,450
30 Nov to 4 Dec 2026	Nairobi	\$1,450

LTC Consultants

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