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)
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
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.