



Time is Money



3-IN-ONE Workshop:

★ Generation Gaps

As older workers delay retiring and younger workers are entering the workforce, the work environment has become a patchwork of varying perspectives and experiences, all valuable to say the least.

★ Personal Productivity

Most people find that they wish they had more time in a day. This workshop will show participants how to organise their lives and find those hidden moments.

★ Time Management

Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload.

Duration	:	1 day
Dates available	:	Dates to be scheduled
Where	:	Pretoria Durban Johannesburg
Price per delegate	:	R3500.00 (Inc. VAT)
Enrolment	:	gladys@softskillstraining.co.za or info@assessortrainer.co.za

