

Time-Saving Tips And Technology

Course length: 45 mins*

Course Code: 103080BT030

This course shows you how to use technology to make more effective use of your time.

Benefits for the Learner

From automated plant and machinery to PCs and the Internet, computers and technology have revolutionized the way we work.

This course explores a range of timesaving and time management technologies that can free up your time and help you work more productively. You'll be given the skills you need to take full advantage of new technology such as email, electronic schedulers, mobile phones, meeting and presentation software, teleconferencing and videoconferencing.

Benefits for the Business

You're concentrating on reading an important report? Why not turn on the voicemail or ask colleagues and clients to email instead.

A manager needs to speak face to face with a key supplier at the other end of the county? Video conferencing can save money and hours of dead travelling time.

This course allows your business to harness the power of new technology to save time, improve productivity and increase the bottom line.

What Does the Course Cover?

- Using technology
- Making the best use of travel time
- Staying healthy to be at your best

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

*Courses are accessible for six months from the date of purchase.