

# Time Management

**Location:** Aberdare

**Duration:** 1 Day

## **Content**

- Time Stealers
- Communication/ barriers to communication
- Manage your time effectively
- How much is your time worth?
- Being assertive
- Delegation
- Meetings
- Effective working practices
- Priorities planning

**Cost:** £80 per person plus vat  
Group Discount Available

**Contact:** Howard / Sarah  
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The logo for Dare Training Ltd features the word "Dare" in a large, stylized font with a bird icon above the letter 'a'. Below it, "Training Ltd" is written in a smaller, sans-serif font. Underneath the company name, the tagline "Learning for Life" is written in a small font, followed by its Welsh equivalent "Dysgu Gydol Oes".

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