



Time To Save Time

Why Neoskill?



Incorporated 1997

With over 27 years as a training provider, Neoskill is a reliable, stable and knowledgeable organisation for clients who require a variety of training services.



Permanent Trainers

Neoskill trainers are full-time, permanent trainers and are not employed on a contract basis. This enables us to consistently provide a high level of quality and flexibility to our clients.



Courses

We provide both Power Skills and Systems training. Our courses are focused on improving effectiveness and efficiency resulting in a more collaborative and productive work environment.



Customised Solutions

Our training solutions can be customised to meet the needs of the client. This ensures the training is more relevant and impactful for learners and in-line with organisational goals.



Clients

Our clients range from medium-sized companies to blue-chip multinational organisations in a variety of industries. They include Cisco Systems, the London School of Economics, AstraZeneca, Reuters, Santander and more.



Delivery Methods

Our global training delivery methods include face-to-face training, live online training, e-Learning packages and Video on Demand. We have dedicated trainers for each delivery method, that provide exceptional learning experiences.

Course Description

Living in a fast-paced society, a lot of people feel they don't have enough time at the end of their work day. Tasks pile up and our personal time is affected with the extra work. Efficient time management skills help us manage all our work activities.

This Time Management course covers a unique 3-step process to deal with your work activities.

In this course we explore:

- foundational time management skills
- the 3-step 'Workability Model' to manage tasks
- barriers to time management
- organising and completing tasks
- overcoming procrastination

Course Benefits

After completing this course, you will be able to organise and complete tasks more efficiently. You will be able to maximise your time during the day, making you feel less overwhelmed. You will learn techniques to overcome procrastination.

Delivery Method: Live Virtual

Duration: 3.5 hrs

Delivery Method 2: Face-to-Face

Duration: 1 day

Power Skills Courses



The Art of Great Leadership

3.5 hr online training / 1 day face-to-face training.



Rewire Your Biases

3.5 hrs online training / 1 day face-to-face training.



From Emotions to Empowerment

4.5 hrs online training / 1 day face-to-face training.



The Trust Catalyst: Building Effective Relationships

4.5 hrs online training / 1 day face-to-face training.



Destress, Avoid Burnout

3.5 hrs online training / 1 day face-to-face training.



Story Tell To Success

3.5 hrs online training / 1 day face-to-face training.



Communicate to Connect

3.5 hrs online training / 1 day face-to-face training.



The Power of Magic Words

1 hr online training / Half-day face-to-face training.



The Corporate Persuader: The Art of Influence & Persuasion with Integrity

3.5 hrs online training / 1-day face-to-face training.



In Pursuit of Agreement: The Art of Negotiation

3.5 hrs x2 online training / 1 day face-to-face training.