

Online Training for Medical Device Professionals

Course Title:

Effective Time Management

Product ID: N148

Duration: 176 mins

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First Released On: 01/17/2019

Course Description:

This course demonstrates how to analyze time consumption and identifies specific ways to improve time management, with the goal of becoming more productive on and off the job, enhancing work quality, and reducing stress.

It covers the following topics:

- Setting goals
- Establishing priorities
- Scheduling tools
- Handling interruptions
- Meeting skills
- Delegating tasks
- Overcoming procrastination

Watch the Course Trailer:

Learning Objectives:

Upon successfully completing this course, learners will be able to:

- Analyze personal time management strengths and weaknesses
- Identify and apply specific tools and techniques to improve time management, including:
 - Setting goals
 - Establishing priorities
 - Scheduling tools
 - Handling interruptions
 - Meeting skills
 - Written communication
 - Delegating tasks
 - Overcoming procrastination

Who Should Enroll:

Professionals wanting to improve their time management skills are welcome to enroll in this course.

Related Resources: Yes

Prerequisite Knowledge

Before starting this e-learning course, you will need to complete the Time Mastery Profile questionnaire.

In order to fill out this questionnaire, you must obtain an access code that will be sent in a separate e-mail within the next 48 hours.

Important notice for site-license users:

This questionnaire is owned by a third-party independent of WMDO and, as such, cannot be included in the WMDO site license offer. However, we do believe that this questionnaire is a very valuable tool for those wanting to optimize their time management skills and we strongly recommend its use in conjunction with the course. We are more than happy to make this resource available to you at the cost of €80. Please contact us for further details at contact@wmdo.org.

Price:

Premium: €483.00.- **Basic:** €604.00.-

Course Format:

All WMDO professional online training courses are fully interactive and contain audio, video, graphic animation, online quizzes and include all necessary course materials. Trainees receive a minimum of 60 days of unlimited access in which to complete



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each course depending on course length and complexity. (See individual course descriptions for details). Courses include handouts, case studies, working documents and other useful links. After successful completion of your course, you will be able to download your WMDO Certificate of Completion for your training records.

Online courses are cross-browser compatible and require internet connection (minimum 300kbs) and Adobe Flash Player installed (Free download available at: <http://www.adobe.com/products/flashplayer>).

Premium Account Holders:

Premium account holders enrolling in this course will receive complimentary email access to subject matter experts for any questions, clarifications or feedback they may have concerning this course and its contents, including free automatic course updates for 1 full year.