

Leiðtogahæfni

# Time Management and Leading Effective Meetings

Staðþjálfun

In this one-day workshop, we will focus on how we can better manage our time and also explore techniques to make our meetings more productive and engaging.

## **Það sem þú lærir**

In this workshop, you will discover where your time is spent.

## **Af hverju er það mikilvægt**

With a clear picture of where time gets lost, you can see where you can improve.

## **Skrá mig á þetta námskeið**

You will review specific tools and approaches to help you stay on target, increase productivity, and get better results in work and in life.