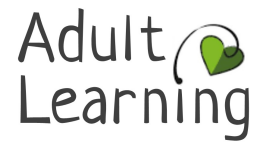


Adult Learning - Course Information Sheet



AZZ3BA20 - Life Coaching - Time Management

Virtual Classroom - Zoom

<https://zoom.us/>

Start Date: 06 November 2024
End Date: 13 November 2024
Start Time: 11:00AM
End Time: 12:30PM
Day: Wednesday
Sessions: 2
Tutor: Mrs Virginia Antunes

ZZ99 9ZZ **Room** Virtual Classroom - Zoom

Course aim

This course will discuss strategies for effective time management both in personal and professional life.

Course outcomes

- Identify key time management barriers
- Recognise time management models and strategies
- Apply time management strategies to real life

How will the course be taught?

The course will be taught online via Zoom and will be a live interactive class. Joining instructions along with unique log in for the session will be emailed to you by our support services team prior to the course start date so please check your email address. To take part in the course learners will need either: a computer or laptop, phone or tablet connected to the internet and able to view a live video stream.

What do I need to bring / have ready?

Pen and Paper.

Further support and progression

If you need help whilst on a course with us, our Learner Support Advisor is available to discuss your needs. We offer a range of services, subject to eligibility, which can include practical support and/or financial assistance to ensure you feel fully supported while learning with us. For more information contact alsreferrals@northnorthants.gov.uk or call 01536 535809 (answerphone available). Visit our website <https://www.northnorthants.gov.uk/adult-learning/fees-and-refunds> for further information about our fees and concessions. Your tutor will inform you of further learning opportunities and progression during your course.

Health and Safety / Online Safety

Your tutor will give you information about Health and Safety on the first session. To report suspected scams, or for information on preventing scams, call the Citizens Advice on 03454 04 05 06.

Northamptonshire Adult Learning Service work in partnership with National Careers Service advisers who can provide information, advice and guidance on skills, learning and work. National Careers Service can be contacted by telephone 0800 100 900 or text your name and the word ADVICE to 07766 413219 and an adviser will call you back for free or go to <https://nationalcareersservice.direct.gov.uk/>

