

## TIME MANAGEMENT 1-HOUR ONLINE CLASS - GOAL SETTING AND PRIORITISING FOR SUCCESS

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**COURSE LENGTH: 0.1 DAYS**

This live online class is a collaborative and activity based learning experience focussed on goal setting best practice and applying the practical techniques to your current circumstances.

This is an instructor-led class that you can attend from home or your office.

The virtual classroom uses an advanced version of Zoom called 'Zoom for Webinars' that includes Enhanced collaboration features such as One-click content sharing, real-time co-annotation (people can work together in activity files), and digital whiteboarding, live polls and private group chats, participants can 'raise their hand' so you *virtually* have the same collaborative learning experience of attending a course in a room with other people.

Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs - see our outcomes in the reviews.

With people joining the class from companies from different industries across Australia, New Zealand, Singapore, Malaysia and Hong Kong, this is a powerful and efficient learning experience that gives you global collaboration opportunities.

**\*\*Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

**Be ready** - check your device is ready to go by use this test link.

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## TIME MANAGEMENT 1-HOUR ONLINE CLASS - GOAL SETTING AND PRIORITISING FOR SUCCESS COURSE OUTLINE

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### FOREWORD

This Goal Setting and Prioritisation course is designed to provide you with the most targeted, effective and convenient learning experience by letting you join a short, sharp and collaborative session facilitated online with a master trainer and other participants from Oceania.

In this session you will learn:

- Best Practice in Goal Setting
- Activities will help you apply the concepts to your personal and work life
- Learn how to prioritise so you can pursue your goals and manage obstacles and competing demands
- Share and learn from peers around the region

This course is in English and facilitated by an Australian expert trainer with over 10 years experience.

Please note, there are three courses in this Time Management Live Online Series, it is not a requirement to join the classes in sequential order, or to take all the classes in the series, participants are encouraged to take advantage of this format and learn exactly the skills they seek.

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### OUTCOMES

At the conclusion of this course participants will:

- Understand best practice in goal setting
- Have applied goal setting to their life
- Developed strategies to navigate obstacles and manage competing demands to achieve their goals.

This is a practical training class with takeaways people can apply immediately.

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### MODULES

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### WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)