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Time Max

About HINSW

At The Hospitality Institute of NSW we Aim HIGH in delivering quality education..... that inspires excellence. The Hospitality Institute of NSW was created to bring Leadership & Management, and Hospitality learning excellence to Sydney's North West

If you want to empower your career, your teams and your organisation, then you owe it to yourself to look over our course offerings and facilities. At the Hospitality Institute of NSW we Aim HIGH to deliver a leadership and development program that is built with your professional growth and business performance in mind. Giving you access to our expert team of trainers wealth of knowledge and leadership experience, the leadership development program is guaranteed to get you out of your comfort zone..... because that's where MAGIC happens!

The Hospitality Institute of NSW encourages students of all levels to learn as part of a thriving community and develop the skills they need to advance in their careers. We are 100% committed to delivering a first class learning experience, which is evidenced in our state-of-the-art facilities and expert team of trainers. The future of leading edge training starts now, and it's on your doorstep.

Aim HIGH



Course Outline

- 7 habits of highly effective people (Stephen Covey)
- How to set realistic goals (SMART)
- Integrating personal goals with company goals
- Prioritising work goals
- Overcoming procrastination
- How and when to delegate
- Being assertive, and how to say no politely
- Organising work schedules for self and team
- Effective time management strategies and techniques
- Prioritising – using the important/urgent priority matrix
- Productivity – being effective and efficient
- Manage your energy levels
- Tips for more effective meetings
- Managing email effectively
- Learning where to push back on requests, and be assertive when necessary
- Setting goals in all areas of your life/achieving balance

Time Max



Course Details

Time Max is a high impact, time management course for people who want to achieve more while keeping time commitments constant.

If you want to gain the maximum value from the time you invest in your career, the best place to start is by optimising your day around the most powerful and battle proven time management strategies that are used by the most highly effective people in the world.

It is crucial to be able to prioritise tasks and then delegate and manage them if you are going to run your day at peak performance.

The Hospitality Institute of NSW, **Time Max** course is built around the needs of team members and team leaders who are not satisfied with ordinary. People who want to learn how to get the greatest impact from both themselves and their teams.

On this course you will learn effective planning, prioritisation and organisation, along with super-charged goal setting and assertiveness training.

Learn how to set better goals, hit them sooner and with a greater strike rate than ever before.

We can teach you life skills for effectively increasing the value you bring to your day, and help you become the greatest version of yourself.



Who This Course Is For

- Team Leaders
- Team Members
- Executives
- Entrepreneurs

