

Course ID	P45378	Time Management (Online)		
Program	Police		Status	Active
Subject	Inservice		Credit Hours	2.00
Instructor			Pass Score	0.00
Provider	Division of Parole and Probation		Approved	12-22-2020
Location	Division of Parole and Probation		Period From	5-10-2020
Course Type			Period To	5-10-2023
Training Type			File Number	
Attribute	Police eLearning			
Attribute				
Attribute				
Attribute				
Attribute				
Attribute				

Persons who complete this course will be awarded the following certification.

**Certificate
Status
For Period**

Course Description

This course will define for agents what time management is and express the importance of recognizing behaviors that waste time. The course will identify for agents the process, through specific steps, to use time management for greater effectiveness. The agents will be able to identify techniques to overcome procrastination, strategies for managing interruptions and distractions, recognize some simple steps to deal with clutter and have an understanding of how to effectively manage paper in the office.

** COURSE REVISED TO 2 HOURS 12.22.2020 KLB** Duplicate of C17017 for DPP Webinar.

Class Sessions

Course ID	C17017 Time Management (Online)		
Program	Corrections	Status	Active
Subject	Inservice	Credit Hours	2.00
Instructor		Pass Score	0.00
Provider	Division of Parole and Probation	Approved	12-22-2020
Location	Division of Parole and Probation	Period From	5-10-2020
Course Type		Period To	5-10-2023
Training Type		File Number	
Attribute	Correctional eLearning	Persons who complete this course will be awarded the following certification. Certificate Status For Period	
Attribute			
Attribute			
Attribute			
Attribute			
Attribute			

Course Description

This course will define for agents what time management is and express the importance of recognizing behaviors that waste time. The course will identify for agents the process, through specific steps, to use time management for greater effectiveness. The agents will be able to identify techniques to overcome procrastination, strategies for managing interruptions and distractions, recognize some simple steps to deal with clutter and have an understanding of how to effectively manage paper in the office.

** COURSE REVISED TO 2 HOURS 12.22.2020 KLB**

Class Sessions
