

# CAR DEALERSHIP LEADERSHIP TRAINING PROGRAMME



**Title:** Time Management (Bronze)  
**Audience:** Car dealership management positions  
**Length:** 2 days  
**Format:** Interactive workshop

## Training Course Overview:

Could you achieve more if you had more time? Is most of your time taken up by the demands of others? Could you control your time more? This course stresses how time is the most precious resource available to a manager and identifies how to manage and control it more efficiently in order to better cope with the demands and deadlines placed on managers in car dealerships.

## Key Learning Areas:

- What do we mean by 'time management'?
- Activity traps.
- Crisis management and its impact on car dealership managers who adopt this approach.
- Responding to demands.
- The treadmill.
- How to find your way out of activity traps.
- Identifying who makes demands on your time.
- Bad vs useful habits.
- Deciding how to use time.
- Making decisions using KOALA.
- The importance of getting timing right.
- SMART objectives.

Are you interested? Call us on 01325 637251 or complete the contact form on [www.motorvise.com](http://www.motorvise.com)

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