



Effective Use of Time for Library and Information Professionals (1 Day): Library Association Training Package (Training Packages Series)

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Effective Use of Time for Library and Information Professionals (1 Day): Library Association **Training Package (Training Packages Series)**

This course is designed as a modular one-day programme for LIS staff. It covers issues such as: the benefits of successful use of time; the importance of internal organization; prioritizing; planning; what makes a good line manager?; delegation; and dealing with time wasters.



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