

How to increase productivity at work

Digicon Academy

Course Specifications

Mode of Study : Offline study mode

Location : Rest of Nigeria

Duration : 2 weeks

Intake : January

Course Summary

Managing time successfully is essential to ensuring you're as productive as possible. Start our free course and learn how to boost your productivity with cloud collaboration tools, as well as how mastering prioritisation and delegation can help you maximise your effectiveness at work.

COURSE FEATURES

- Video tutorials
- Easy-to-implement tips
- End of topic assessments
- Unlimited access

Course Outline

Managing your time effectively

Prioritising and delegating tasks

Work collaboratively in the cloud

How To Enroll

Fill in your details on the enquiry form and course link will be sent to you

Contact:

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