

Effectiveness and efficiency

Course length: 3 hours*

Course Code: 100594BT050

This course will help you to improve practices and procedures within the workplace to make your business more efficient and effective.

Benefits for the Learner

This course will help you to understand the vital difference between effectiveness and efficiency – and why businesses need to be both to survive.

You'll learn new techniques to help you, in your role as manager, to improve effectiveness and efficiency by measuring productivity, analysing working methods and implementing changes to work processes.

Benefits for the Business

Managers typically either “do things right” or “do the right things”.

Doing things right means efficiency – getting the most from your business resources, whether they're people or products. Doing the right things means effectiveness – setting the right business goals and objectives and then making sure they're accomplished.

This course helps your managers to be more efficient and more effective – and so become a more valuable asset to your business.

What You Get From This Course

Having completed this course, you will be able to:

- Define effectiveness and efficiency
- Achieve the right balance between the two
- Improve effectiveness and efficiency within your workplace

What Does the Course Cover?

- What are effectiveness and efficiency?
- Balancing effectiveness and efficiency
- Improving effectiveness and efficiency
- How to weigh up the costs and benefits of improving efficiency

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 3 hours to complete.

*Courses are accessible for six months from the date of purchase.