

effective time management

description	A dynamic and highly participative two-day workshop, focused on getting more out of our lives, with tried and tested ideas that really work! Presented by an experienced and proven successful time manager, the workshop is designed to provoke fresh thinking, plus provide the tools and the desire to maximise the use of time for the team as well as for the individual.
who should attend	Busy people seeking outstanding success (particularly managers and team leaders), who are serious about getting the best return from their effort and living life to the full.
features	Typical Content <ul style="list-style-type: none">• effective time management principles• delegates' analysis of own behaviour and attitudes towards time management• identifying where time goes and recognising potential time bandits• concentrating on achievement and not activity• understanding and using the "80/20" rule• organising the day to focus activity to achieve maximum benefit and increased results• thirty ways to make time your slave• professional delegation• goal-setting for outstanding success• six guiding principles• action planning for increased success.
format	A combination of tutorial presentation of ideas, group workshop consideration and facilitated review, to identify where and how the concepts and ideas can best be applied to increase results in the workplace - and to get more out of our lives.
benefits	<ul style="list-style-type: none">• Improved business results through the adoption of more effective, efficient and focused working.• Increased delegates' confidence in their approach to dealing with other peoples' demands.• Improved understanding of how to handle the urgent and important aspects in life.• Improved focus on what is important in life and how to set about achieving it.

effective time management

For more details of our consultancy and training support

call us direct on 01235 770791

or fax us on 01235 766701

visit our web site at www.a-t.co.uk

Email us at training@a-t.co.uk