

“Secrets of Effective Time Management”

A one day time management course with follow up laser coaching session - £299 + VAT

Often these days hard work and long hours are not enough to keep busy managers on top of everything – there just never seems to be enough time! This one day workshop is designed for busy professionals who want to work smarter not harder, and do more of the things that *really* matter.

Are You.....

- Feeling like there's never enough hours in the day to do what you need to do?
- Struggling to get things done on time?
- Finding your 'to do' list just keeps getting longer?
- Working longer hours and still not getting things finished?
- Finding it difficult to implement effective systems, even though you know they'll improve your life at work?
- Feeling stressed and overworked?

Would you and your company benefit if you could.....

- Manage projects and programmes to effectively meet deadlines?
- Get more done or make more progress against goals?
- Feel less stress and overwhelm?

If you've answered '**YES**' to any of the above – then this course is designed for you!

You'll discover **proven techniques** and **tips** you can adapt to your particular business situation. You can **try them out immediately**, making a **real difference** to your **personal effectiveness** and '**time management skills**'.

How much is it costing you now to NOT manage your time effectively?

How much is it costing the business? How much is it costing your staff? How much is it costing *you* on a personal level?

What you'll learn

- The 4 '**Secrets**' essential to managing your time well
- Your **top time wasters** and how to tackle them
- Tips for setting and **achieving goals** (including the SMART model)
- The *real* secret to **prioritising**
- **Supportive systems** and **structures** that work!
- Tips and techniques to **combat procrastination**
- Tips for **handling email** and excessive paperwork
- The most effective ways to **say 'no'** without giving offence

When and Where 9.30am – 4.30pm

Courses are held at quality venues in Newcastle or County Durham throughout the year.

And we provide In House Courses too!

This time management programme can also be **delivered in-company** at a date and venue of your choice. If 4 or more people from your organisation want to attend, this is often more cost effective. Visit www.theleadershipcoachingco.com and contact us about in-company programmes

What can you expect?

There'll be plenty of time for **group interaction** and you'll get the chance to ask the trainer specific questions. The environment will be **relaxed and friendly** (smart-casual dress) and you'll have the opportunity to exchange ideas with other participants. Places will be limited to a **maximum of 10** to ensure you receive a **personalised** service.

Meet your Trainer – Julie Johnson

Julie has worked in public and private sector organisations in a variety of roles over the past 20 years, and currently runs her own company. In that time she's been exposed to many 'time management' techniques and applied them with varying degrees of success. What she's learnt is that there is no one size fits all; but that there are certain principles, that if applied consistently **will** improve productivity. Julie is passionate about helping people work to their full potential, and effective time management skills are a pre-requisite to this. Julie is a leadership and development specialist, who has experienced the reality of work from different perspectives and whose approach, as a result, is practical, grounded in reality and very enthusiastic!

Questions? If you have any questions about this course, please call us on 0845 1662328 or contact us here.

What's included in the fee?

- Lunch and refreshments
- Comprehensive workbook full of practical information to keep for future reference
- A 'Certificate of Attendance' is available on request
- Because we recognise that the real challenge comes when you return to work and begin to put your learning into practice, a **laser coaching session** is available after the course to support you as you implement your learning and improve your personal productivity

How much is all this?

Only **£299** plus VAT (current total £343.85). When you book **3 or more places** for colleagues to attend the same event, you receive a **10% discount**.

As we're confident you'll benefit from this personal development course, we offer a **Money Back Guarantee**. If you can honestly say that you haven't benefitted from attending our public course, just let us know in writing within 30 days of attending. Send your course workbook, along with your written reasons why, and we'll refund your money in full. (Maximum one refund per company).

If you're thinking of attending, then **act quickly** as our events have a track record of selling out fast.

Don't miss out! It's easy to reserve your place today!

How to Book

- **Telephone;** Call now on 0845 1662328
- **On line:** Visit www.theleadershipcoachingco.com and complete the booking form to reserve your place

Can't make these dates?

To receive priority notification as we schedule future courses Visit www.theleadershipcoachingco.com and contact us. Alternatively, we can deliver the material 1:1 or for a group in-house, if you prefer.

Booking Information – Iain – will need to discuss this, as not sure of process as regards TBS system for booking/payment

On receipt of your booking, we will confirm your place and send directions to the venue. Confirmation is sent to the person who made the booking. It is the responsibility of the recipient to ensure the participant (if different) is informed. Course fees must be paid in full before the course. Please note that cancellations made within 14 days of the course will not be refundable. If you are unable to attend, you can send another person in your place, at no additional cost. An invoice will be sent to cover VAT. VAT is charged at the current rate on accounts. In the event of a programme having to be cancelled, you will receive a full refund of the fee but we disclaim any further liability. When a 10% discount is given for multiple bookings from the same organisation, this is applied to the final invoice. We reserve the right to refuse bookings.