



LEEDS



## Time Management



**NEWTRICKS**  
ADVANCED BUSINESS TRAINING

### Course Aim

*One of those subjects that should be simple enough to get right. But in times of rapid change with hundreds of emails and telephone calls coming at us from all directions it can all feel a little overwhelming. Learn to get things done and remain in control*

### Topics covered

- Identify current time usage and abuse
- Develop a personal plan to maximise use of time
- Find solutions to 'time bandits'
- Prioritisation and delegation techniques
- Stress management
- Dealing with the 21<sup>st</sup> century e mail 'plague'
- Controlling contact and maintaining efficiency

### Course Duration

1 day

### Maximum number of delegates

Minimum numbers 4, maximum numbers 15

### Cost

£150 per person including:

- Trainer
- Training materials
- Unlimited tea and coffee
- Energising snacks
- 2 course hot and cold buffet lunch
- All prices exclude VAT

If accommodation is required bed and breakfast will be charged at £75.00 per room based on single occupancy.

### How to book

Contact our events office on [sales@weetwood.co.uk](mailto:sales@weetwood.co.uk) or telephone 0113 230 6000. Weetwood Hall terms and conditions will apply to all bookings.