



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 21st 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 or telephone 0113 230 6000. Weetwood Hall terms and conditions will apply to all bookings.