



TIME MANAGEMENT

Time Management

Time management isn't just for skilled people or experts but required in all walks of life to be efficient, effective and productive. Our busy schedules ties around numerous activities therefore it is imperative we plan and set our priorities clearly to get more done in less time.

This workshop is modelled to assist you in identifying aspects of your lives that can be improved to maximise your potential. Blocking-out all process that does not lead to output by shifting your paradigm. This one-day workshop will familiarize you with the most common terms and the most current thinking habits.

TIME: 8am – 4pm. FEES: £ 450.00 per person, plus applicable taxes. *Prices and dates are subject to change.

Download booking forms from www.improveyourlifeseminars.com/booking.html

At the end of the workshop, you will be able to:

- ✓ Understand what is meant by Time Management
- ✓ Identify benefits of Time Management
- ✓ Identify the phases of Time Management
- ✓ Understand how Time management will help increase your productivity
- ✓ Understand the need for planning and action.
- ✓ Understand the basics risk of ignoring Time Management

What You Will Cover

- ✓ The Fundamentals to Time Management.
- ✓ Fundamental to become productive
- ✓ Understand the hindrance to productivity
- ✓ Principle of Productivity
- ✓ How to take action
- ✓ Applying the 3W's what , when , and where
- ✓ Time Budgeting

TIME: 8am – 4pm. FEES: £ 450.00 per person, plus applicable taxes. *Prices and dates are subject to change.

Download booking forms from www.improveyourlifeseminars.com/booking.html

TERMS AND CONDITIONS

BOOKING

Bookings can be made over the telephone, online or letter. A written confirmation constitutes a binding contract with Partnership Potential Limited

TERMS OF PAYMENT

Quotations are valid for a maximum of 30 days. Partnership Potential Limited should receive payment, 30 working days from date of invoice. Cheques should be made payable to "Partnership Potential Limited", crossed "Account payee". All fees are subject to VAT at the prevailing rate. Partnership Potential reserves the right to charge interest on overdue accounts daily pro-rata

CANCELLATIONS/ POSTPONEMENT FEES

Cancellations/postponements should be made in writing prior to the course date. Partnership Potential reserves the right to charge a cancellation fee based on the full course fee as follows:

10-15 working days notice 40% charge
06-10 working days notice 60% charge
Less than 5 working days notice 100% charge

Course delegate substitutions will be accepted anytime up to 4 days before the course.

COURSE CANCELLATIONS

Partnership Potential reserve the right to cancel a course in the event of unforeseen circumstances. In this case, delegate will be offered a suitable alternative. If no suitable alternative can be found the course fee will be refunded in full. Partnership Potential waives all liability to any additional reimbursement of costs connected with the course cancellation.

COURSE SUITABILITY

Partnership Potential issues detailed specifications for all projects. The company contact should read the specification sheet prior to the course/development to ensure that the course/development is appropriate to their needs. If in doubt, please ask.

COURSE/DEVELOPMENT TIMES

The amount of training/development hours will be specified in writing and training /development will take place at a suitable location either near the customer offices or on the customer 's site. All locations will be agreed with customer prior to training dates.

COURSE MATERIAL

Course materials/development will be provided as required. No copies of the material for any purpose whatsoever should be made without written permission from Partnership Potential. The material provided represents the result of a considerable expertise of skill, time and specialist knowledge and unauthorised copying or disclosure of the material is prohibited.

TRAINERS/CONSULTANTS

'The Client' or any representative thereof may not, at any time in the future, secure or attempt to secure training/development dates directly with trainers/consultants who have previously conducted work for them through Partnership Potential Limited. All future bookings must be made through Partnership Potential Limited.

Partnership Potential Limited has the right to substitute one trainer for another in the event of trainer/consultant unavailability.

EXPENSES

Chargeable expense includes accommodation & subsistence, mileage at.55 pence per mile, train, bus or taxi fares. Waiver of expenses may be negotiated in some instances.

For additional information, please contact Partnership Potential

TIME: 8am – 4pm. FEES: £ 450.00 per person, plus applicable taxes. *Prices and dates are subject to change.

Download booking forms from www.improveyourlifeseminars.com/booking.html