

Time & Self Management

Course Overview

If you are constantly running out of time, wishing you had more time or just can not achieve your responsibilities or goals, then this 1-day seminar focuses on values based self management. Given it is the same 24 hours, clearly some people are applying very different skills, energies and attitudes than others. This seminar will get the attendee to 'look into the mirror' and to determine what matters most.

Course components and learning outcomes

The principle components and learning outcomes relating to this seminar include:

- Planning for a successful day
- Keeping control with prioritising
- The art of delegation
- Enhancing your communication skills
- Effective decision making at all levels
- Values based goal setting
- Having an appropriate work / life balance

Process

This high energy, high impact, professional training experience will challenge attitudes, change behaviours, and inspire an improved focus on getting the job done with single minded focus and the determination to see it through to completion. By using deliberate accelerated learning techniques, all course attendees will be actively engaged in syndicate discussion groups, targeted exercises and critical self reflection. The attendees will be using real examples relating to their day/week/month in order to more effectively and productively manage their time.

Each attendee will receive a Franklin Covey diary system which will be used on the seminar.

Participant Profile

- For middle to senior management/supervisors and/or functional staff whose job responsibilities include a considerable task or project emphasis.
- Those who are simply struggling to achieve the daily/weekly/monthly responsibilities or goals and need some new direction and insight in this area of self improvement

Course Pricing \$695.00 + GST

Course Dates	19 March	Christchurch
	28 May	Auckland
	23 July	Wellington
	13 August	Christchurch
	15 October	Auckland

Time and Self Management Enrolment Form

Venues and Dates	
(please tick the date/venue you will be attending)	
<input type="checkbox"/> CHRISTCHURCH 19 March	Progress Seminars 'Endeavour Room' Unit 4/41 Sir William Pickering Drive Burnside, Christchurch Ph 03 3574402
<input type="checkbox"/> AUCKLAND 28 May	Waipuna Hotel and Conference Centre 58 Waipuna Road, Mt Wellington Phone: 09 526 3003
<input type="checkbox"/> WELLINGTON 23 July	
<input type="checkbox"/> CHRISTCHURCH 13 August	Progress Seminars 'Endeavour Room' Unit 4/41 Sir William Pickering Drive Burnside, Christchurch Phone 03 3574402
<input type="checkbox"/> AUCKLAND 15 October	Waipuna Hotel and Conference Centre 58 Waipuna Road, Mt Wellington Phone: 09 526 3003
Attendees	Company Details
Name:	Company Name
Ph:	
Name:	Contact Person
Ph:	
Name:	Contact Phone Number
Ph:	
Name:	Contact Email Address
Ph:	
Name:	Signature
Ph:	
Investment for the Time and Self Management Seminar	
\$695 + GST per person. This includes all course folders, materials, lunches and tea breaks. Please refer to our terms and conditions on our partnership programme tab at www.progressseminars.co.nz	
Travel & Transfer Information	
Any accommodation and transfers that might be required are your responsibility and cost.	
Special Requirements	
Please note any special requirements: (ie dietary etc):	

Please complete and return to Jane Andrews at Progress Seminars Ltd
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