

# Time & Self Management

## Course Overview

Why is it some people complete today's work today, whilst others are forever making excuses? Why is it that some people realise their dreams and goals whilst others are waiting for that perfect moment to begin? Given it is the same 24 hours, clearly some people are applying very different skills, energies and attitudes than others...

If you or your staff are constantly running out of time, wishing you had more time or just can not achieve your responsibilities or goals within the time frames allocated, then this 1-day course is for you! Focusing on **values based self management**, this course will allow the attendee to really 'look in the mirror' and therefore determine not only what matters most, but also what is required to achieve it.

Make the time to attend this challenging 1-day course so you can learn and apply the key disciplines to effective self mastery. Learn how to gain control of those critical events that determine what you achieve in any given day, and more importantly, what defines who you become in the years that lie ahead.

## Learning Outcomes

As a direct result of attending this course, participants will be able to...

- Plan for a more successful and productive day
- Prioritise the most important to the least important events for that day
- Delegate more effectively those things that they should not be directly involved in
- Communicate with more confidence and conviction
- Say 'NO' when necessary!
- Make better decisions about when and how they use their time
- Develop an appropriate work/life balance
- Achieve today's work today, and achieve it consistently!

## 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.

## 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.

## Duration

- One day: 9.00am to 5.00pm.
- Pre-course preparation and post course assignments on the job.

## Investment

- \$595.00 + GST
- Includes a comprehensive course folder for future reference and reminders, additional handouts, lunch and morning tea etc.
- Complete Franklin Covey Diary systems can be provided if required for an additional \$200.00 (optional).
- Any travel and accommodation requirements are at client's expense.

## Why go with Progress Seminars?

- We have been working with major corporates through to small sole trading entities for over 15 years now. We know our stuff, we know it works and we are passionate about sharing it with our valued clients!
- Our experienced facilitators are simply the best. Their stories, examples and techniques are all based on their own successful sales backgrounds with many years experience in both retail and commercial environments.
- We are behaviourists at heart. Our courses are all designed to create visible CHANGE in people's skills, techniques, attitudes and habitual comforts.
- We do not lecture our attendees. We engage them with relevant examples and scenarios that require active participation throughout their course.
- We pride ourselves on ensuring all attendees go away with useful and usable tools and techniques that will increase their confidence and competence in the work place.
- Wherever possible, Progress Seminars provides ongoing coaching and support programmes to further assist in skill development and long term behaviour change on the job.
- We are very cost effective with a competitive pricing strategy that ensures the highest quality training at affordable prices.
- Our money back guarantee means no change (in behaviour/improvement), then no charge. We always invoice AFTER the course and if you are not completely satisfied with the outcomes as promoted, then simply don't pay the bill – we will not contest it. (This has never happened yet in our 15 years of seminars!).

## How to Enrol

For any further enquires or to confirm a place on our next Time & Self Management course, please contact us either...

- By phone at (03) 357 4405
- By fax at (03) 357 4403
- By email at [jane@progressseminars.co.nz](mailto:jane@progressseminars.co.nz)
- Via our website at [www.progressseminars.co.nz](http://www.progressseminars.co.nz)
- We are happy to arrange for a free, no obligation visit from one of our business consultants to discuss your specific business needs or for further information on a customised / in-company solution for your organisation.

*"I really enjoyed the course and love having a planner / diary in which all roles in my life are included. For myself, this was more than just a course – but a life lesson and a kick in the bum in the right direction."*

**- Carmen Roberts, course attendee**