

Time Management **1 Day Workshop**

Harness the tools to better organise and improve your productivity

CONTEXT

Most people are inefficient at work – failing to plan their day, work towards goals, prioritise their tasks, delegate etc. This can lead to underachievement, missed deadlines, frustrated sub-ordinates and annoyed managers.

Acorn has a one day time management course to fix those problems – and to start you on the road to becoming more effective. Through practical exercises, videos and group discussions we will show you how to get on top of your workload and achieve more in your work and personal life.

OVERVIEW

This workshop covers the following:

- Setting goals
- Planning your day
- Using a diary/organiser
- Prioritising tasks
- Delegating
- Communication Skills
- Personal organisation
- Interruptions
- Positive attitude
- Personal goals
- Balancing work and play
- Action plan

COURSE METHOD

Our trainers are world class, with years of experience. They use a range of training methods with strong emphasis on incorporating different learning techniques to ensure the success of each training event. Our training is highly interactive. Small class sizes allow for maximum learning. Personal coaching is also available.

IN HOUSE TRAINING

We can come to your organization and tailor the program to meet your people's particular needs. Acorn also has a range of customer service programs and other communication skills programs. Each of these can be tailored to suit your staff's skill level and type of work. We have helped organisations from a wide range of industries. Please call John Gleeson to discuss your requirements.

Enrolment Form - Time Management

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip 2606

Course date:

Time: 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation _____ Branch/Division _____
Address _____

Phone No _____ Fax No _____

Payment Details

Total price \$545 x _____ attendees = \$_____ \$495 early bird price (early bird applies up to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Address invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than 7 days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above, changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.