

Tuesday, June 3rd 2008 (9-5pm), Nottingham

1. Aim

A one day programme to enable participants to become more effective by making the best use of the time available.

2. Target Audience

For 'busy-bodies' everywhere who want to free themselves up for a happier, healthier working (and home) life. The interactive, facilitated approach means that participants should come ready to pool their best ideas – and to learn from each other as well as the tutor.

The programme will provide for up to 14 participants over a single day. Participants should also invest one or two hours before and after the programme to prepare for - and complete exercises covered during - the training.

3. Objectives

As a result of attending the programme, each participant will have:-

- assessed their current allocation of time and time pressures
- identified priorities for their time (within a life-work context)
- learnt how to monitor and review their progress in managing their time
- been motivated to engage Time's benefactors – and tackle Time's thieves
- developed a plan to improve their time and personal management

As learning from the programme is applied in the workplace – and at home - benefits for the organisations sponsoring the programme include:-

- increased efficiency as participants make best use of their time – and the facilities available to them
- greater productivity as a refreshed workforce focuses on its priorities
- reduced stress and improved morale as participants better manage work and home activities
- better results from a more motivated and organised workforce as participants share and practice their learning within the organisation

4. Approach

Learning will be generated using:-

- updates on the full best practice, tools and techniques available
- personal and group exercises, discussion and role play

- sharing of knowledge and experiences amongst the trainees

5. Outline Programme

The final programme will be shaped according to participants needs but will cover:-

9am	Registration
9.15	Session 1: Introduction to Time Management
10.45	<i>Tea & Coffee</i>
11am	Section 2: Time - In Perspective Session 3: Managing the Macro
1pm	<i>Lunch</i>
1.45	Session 4: Tackling Time's Thieves
3pm	<i>Tea</i>
3.15	Session 5: Engaging Time's Benefactors
4pm	Session 6: Continual Development
4.30	Summary Review & Feedback
4.45	<i>Close</i>

6. The Trainer

Nicky Spencer MBA, BSc, MIHM, Managing Consultant at Accomplice.

Further information about Accomplice and the Trainer can be found at www.accomplice.com.uk.

7. Fees & Bookings

Full day fee including lunch and refreshments:-

Private Sector: £265 + VAT

Public Sector: £225 + VAT (£195 + VAT for Members of the IHM)

Third Sector: £195 + VAT

For further information, bookings and to discuss your training requirements, contact Nicky Spencer, Managing Consultant at the contact address below.

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