

business solutions @ northbrook

TIME MANAGEMENT

MINUTES TURN TO HOURS IF NOT MANAGED

Business Solutions @ Northbrook

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Great time management is one of the most vital skills we can develop. All of us have the same number of hours in a day, and no amount of effort can change that. What we can influence however, is how we spend those hours. A quote from Stephen Covey sums up how we can best use our time : "I am personally persuaded that the best thinking in the area of time management can be captured in a single phrase : Organize and execute around priorities."

Who is this course for?

This workshop is designed to help those who never seem to have enough time for everything need or want to do. Time management is the art of organising your life so that you are in control. This workshop shows you how to reduce stress, achieve your goals, improve your performance at work and free up more time for your personal needs.

Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; its for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What do I gain on completion?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses. Oh, and don't worry - there are no examinations or assessments on this course!

What are the specific details?

> Duration

One day (09.30-16.30)

> Dates Available

For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.

> Venue

Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)

> Cost

£138 per person, per workshop*
* Group rates may apply

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.



What will I learn on this course?

This workshop will cover:

- > Understanding time
- > Planning for success
- > Making instant changes
- > Managing the time of those around you
- > Time management exercises