



Time Management

One on One (1/2 day), Small or Large Groups (1/2 to 1 day)

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 subordinates 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 organisation 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

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to bookings@acorntraining.com.au

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Single attendee: \$595

Second and subsequent attendee: \$395

For larger groups please call for a quote

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

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the session.