



Network for
Practices Ltd

www.networkforpractices.co.uk

Trainer Information

Tracy Madgwick has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals. For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates. She is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licenced to deliver MBTI (Myers Briggs Type Indicator), DiSC and C-me tools.

Booking Information

To book a place/s email

bookings@networkforpractices.co.uk

Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 14 days from date of invoice.

In association with



Time Management

| | | |
|--------------------------|---------------------------------|------------|
| Date: | 7th June 2022 | |
| Times: | 1000 – 1230 | |
| Venue: | Zoom Online Platform | |
| Places available: | 12 | |
| Fee/s: | NfP Members | £50 |
| | Non Members | £95 |

This workshop is suitable for: All staff, line managers and supervisors

Being able to manage your own time is one of the most useful soft skills that you can develop.

For most of us, we are becoming increasingly busy and stressed and it seems as though we are constantly chasing time and continually trying to catch up on things. We never seem to have enough time for the simple things in life at home, and we find it hard to stay focused on the important tasks in our workplace.

There are, however, tools and techniques that people can use to improve their time management skills, and this is what this workshop aims to teach.

This workshop provides an introduction to these tools and techniques.

Learning Outcomes:

By the end of this workshop, participants will be able to:

- Examine their current use of time and their strengths and weaknesses in managing their time.
- Identify the things that stop them from using their time efficiently.
- Employ techniques that will help them tackle procrastination.
- Prioritize tasks by importance and urgency.
- Set SMART goals and objectives.
- Apply techniques that will enable them to deal with interruptions from others and say 'no' when needed.

**** This workshop can also be delivered in-house****

Registered Office: Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH

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