



Course Duration: Half Day (PM)

The Training You Need: The Results You Want

Outline:

Following the course, attendees will be able to do the following;

- Identify that the way they manage time is by habit and this needs to be changed through continued practise.
- Distinguish the difference between being more efficient and effective, and how important it is to be both
- Identify major time stealers and discover strategies to overcome them
- Identify what 'drives' their day, and recognize that it is not always what adds value
- Plan and prioritise their work
- Be assertive and "push back" when extra workload/ projects impact their ability to achieve their KPIs.
- Take back control of their time and start achieving goals that add value to the business and increase their work satisfaction

Aim:

This Managing Multiple Priorities course aims to provide the attendee with the tools to plan and prioritise their time and get the most out of each day.

DATE: Tuesday 4th July 2017

VENUE: Rose Park Hotel

92-102 Gladstone Rd

Parnell

Auckland

COST: \$320 + GST

Afternoon tea and handouts are included

This course is registered under the NZTE Capability Voucher Scheme and you may be eligible for funding of up to 50% of the cost up to a maximum of \$5,000. Please contact us for details, or visit this link to register your company;

<https://app.regionalbusinesspartners.co.nz/Business/SelfRegister>