

## 'USING TIME EFFECTIVELY'

There are many good courses available that help delegates to improve their time management. However many people cannot afford the time to attend a one or two day course! This programme delivers the essentials, in a readily digestible form, in one or two hours.

**OUTLINE** The course provides many hints and tips that can help to improve a delegate's efficiency and effectiveness in using their time

Development of a personal action plan on the course enhances the link back to the workplace so that real benefits can be achieved.

**PRESENTER** Fiona Carter, director of CMF Solutions. Fiona has many years' experience, formerly as a manager in blue chip organisations and now as a coach and consultant.

**BENEFITS** 'Using Time Effectively' helps delegates to focus on priority tasks and use their time for maximum benefit. The potential impact on productivity is obvious.

**WHO SHOULD ATTEND?** Anyone who has to deal with more than one task, or who has to make decisions about how to spend their time. This course is valuable to people with a wide range of skills and experience, from inexperienced personnel in their first role through to harried senior managers.

**DETAILS** 'Using Time Effectively' can be delivered in a number of formats to suit the needs of each client. For those who are very pressed for time a one hour intensive programme delivers all the essential messages, backed up by course notes – this is sometimes delivered for example as a breakfast briefing. For those who can afford a slightly more leisured pace, a two hour version includes more detail and allows more time for discussion and action planning.

The course can be delivered in-house or as an open programme.

### FURTHER INFORMATION

Please contact Fiona Carter on 01642 646609, or email [fiona.carter@cmfsolutions.co.uk](mailto:fiona.carter@cmfsolutions.co.uk)