



**A L C H E M Y**

INTERPERSONAL SKILLS AT WORK

## Time Management and Personal Effectiveness

<b>Overview</b>	The aim of this programme is to identify where the key time stealers exist and look at practical ways to overcome them.
<b>Aimed at</b>	Anyone who wants to restore their work / life balance, by increasing their efficiency and effectiveness.
<b>Benefits of Attending</b>	After attending the workshop, you will have: <ul style="list-style-type: none"><li>• A new perspective on the way that you use/lose the precious minutes and hours in your day</li><li>• The ability focus on those activities that move you closer to your personal and professional goals</li><li>• Prioritisation tools to help you make the most of your TM systems</li><li>• Assertiveness techniques to help you address the scope, timescales and resources attached to other people's requests</li></ul>
<b>Topics Covered</b>	<ul style="list-style-type: none"><li>• Contrasting the 'urgent' with the 'important'</li><li>• Creating a work environment conducive to efficiency</li><li>• Using to-do lists and prioritising activities</li><li>• Dealing with interrupters</li><li>• Handling e-mail and telephone communication</li><li>• Saying no to requests</li></ul>
<b>Duration</b>	1 day
<b>Group Size</b>	Up to 12
<b>Our Ref.</b>	TM&PECoIC07
<b>To Book</b>	<b>Call us on: 01865 811148</b> <b>e-mail us at: <a href="mailto:info@alchemytraininguk.com">info@alchemytraininguk.com</a></b>