

Effective Personal Management® One Day Workshop

There are only so many hours in the day, but this one day workshop aims to show how much more productive we can all be with the right tools. The Effective Personal Management® One Day Workshop is a popular and highly interactive insight on how to do more with the time we have. Participants learn techniques to improve their communication skills and valuable tools to increase efficiency.

Included in the workshop is a My Tyme® Success Planner™, a personal planning and organization system that will enable you to put what you have learnt into practice from your first day back at work.

"It's as if somebody gave me an extra 2 hours a day to get things done....brilliant and practical"

This workshop brings people together to:

- increase productivity
- improve organizational skills
- create personal goals
- communicate effectively
- develop self motivation
- improve efficiency

Programme content	
Session one	<ul style="list-style-type: none"> • Understanding motivation and attitudes for personal success • The principals of effective personal management
Session two	<ul style="list-style-type: none"> • Effective communication styles
Session three	<ul style="list-style-type: none"> • Goal setting for success
Session four	<ul style="list-style-type: none"> • An introduction to the My Tyme® Personal Success Planner™