

HOW TO MANAGE TIME FOR RESULTS

Workshop - 3 hours **\$215.00 plus gst**

One-to-one training (per hour) **\$180.00 plus gst**

Money and success flow away from disorganised people to organised people. This workshop provides essential skills for your personal organisation and action planning. You will be more successful at your job and in your life if you manage your time more effectively and more decisively.

WHO SHOULD ATTEND:

- ▶ Anybody who needs more time in their workday
- ▶ People who want a structured approach to managing their time
- ▶ People who want to improve their productivity
- ▶ Managers and staff who want to improve personal effectiveness at work

BENEFITS:

- ▶ Ensure your efforts at work have a real impact and you achieve your goals
- ▶ Feel more secure in your job and enjoy more business success
- ▶ Know how to help others to manage their time
- ▶ You will be given proven tactics to overcome "time wasters"

TOPICS:

- ▶ Knowing with clarity what you want to achieve
- ▶ The importance of goal setting and achieving goals effectively
- ▶ Communicating well with different types of people
- ▶ How to say "no" nicely
- ▶ Determining priorities and planning your work
- ▶ Practical tips for delegating

REGISTRATIONS:

Contact Natalie on 869-1445

Email: gistraining@bdo.co.nz

Online: www.buseducation.com

IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.