



## Seminars

# Time Management

Seminar Length: 4 hours\*

Participant Numbers: 10 min, 25 max\*

Participants: any level within the organization\*

\* recommended

Our seminars are all *modular* by design – meaning that they are highly customizable to suit your exact needs. We partner closely with you to ensure we completely understand your desired outcomes. We invest the time to ensure we understand your organization and tailor the pre work, seminar and post work to get you the results you want.

### Seminar Title: Time Management

Did you know that ‘time management’ is one of the most popular training and development subjects Googled today!

Never before in the history of work has it been so important that employees manage their time efficiently and effectively. Crucial relationships at work become strained when time is not respected, projects run over, email and voicemail is not managed, meetings have no agenda or don’t run on schedule and an ‘open door’ policy becomes a living nightmare for many who haven’t learned how to say “not right now”.

This seminar is based on years of study of real people in real jobs and how effective people manage their time, respect others and have learned how to use email and voicemail for what they are – tools. Participants will practice proven techniques during the seminar of all of this and much more – how to contribute to and run effective meetings; how to get their point over concisely and how to manage interruptions without offending colleagues.

The seminar presents a new way of looking at time and how effective people use their personal energy flow to know when to focus on their most challenging projects and tasks; how to avoid procrastination personally and how to inspire others they need to deal with, not to procrastinate either!

Participants consistently comment that this seminar makes them see how much time they really do have at their disposal and that by consistently applying these simple methods, they feel that they have *more time* than before!

#### Fees

Facilitation Fees	Participant Guides	Travel Expenses
\$3,000 per Half Day <sup>†</sup>	\$25 per person (or we can send you the electronic file to print)	Agreed in advance and charged additionally

<sup>†</sup>Discounts available for Educational and Non/Not for Profit Organizations

Add another seminar to make a Full Day and benefit from a 30% discount

#### Marketing

We are available to partner with you to create electronic materials (at no cost) to help you communicate and market this seminar inside your organization.

**Our Promise** **#1 Best Content** - We commit to always providing you access to the **BEST CONTENT** available.  
**#2 Best Person** - We promise you the **BEST PERSON** from our team to meet your exact needs and serve your organizational culture.  
**#3 Best Results** - We promise you **BEST RESULTS** within your organization as an end product of our training & development work with you.

#### Other Seminars available

Customer Centered Service • Personal and Interpersonal Effectiveness • Team Excellence • Work/Life Balance and Goal Setting  
 Positively Reducing Conflict • Bridging the Generation Gap • Workplace Diversity – Valuing Differences  
 Leading Others • Business Financial Intelligence

#### We also offer



Keynotes



Coaching