

*To discover new
seas you have to
lose sight of
familiar shores...*



AN INTERACTIVE ONE-DAY SEMINAR

Our national training venues:

**LONDON
LIVERPOOL
MANCHESTER
NEWCASTLE**

“ I realise how much of my management day is wasted. These new techniques will revolutionise my attitude towards emails and delegation in particular. ”



WWW.EMGUK.NET

SEVEN KEYS TO POWERFUL TIME MANAGEMENT

Time management is a key skill in today's workplace, especially with the information revolution. How do you stay effective and manage your time and your teams' to optimum levels?

This seminar will provide key strategies in order to ensure time is managed effectively and is applicable to all levels of staff.

This seminar will cover the foundations of excellent time management including the art of delegation, goal setting, prioritising and how to deal with emails or unwanted time robbers! What tools are you currently using now to manage your time? How else can these be improved upon and applied to your situation back in the office? Delegates will leave with a structured plan and further ideas on how to apply these techniques with immediate effect, enhancing both performance and productivity.

6 CPD HOURS

Accredited by
Solicitors Regulation Authority

PROGRAMME

Full day: 9.00am - 5.00pm

Registration and coffee

- Introduction, aims and objectives
- Time Management and your life
- What's the most important?

Coffee break

- Minimising time wasting activities
- Time Management in the workplace

Lunch

- The art of delegation
- Goals and Time Management outcomes

Tea break

- Planning and Time Management tools
- Implementation and Action Steps
- Feedback

Close of seminar

NO ONE EVER BECOMES SUCCESSFUL UNLESS THEY LEARN TO MANAGE THEIR TIME AND THEIR TEAM'S TIME EFFECTIVELY.

On completion of the seminar, delegates will be in a better position to:

- Have a more defined picture of what their overall objectives are;
- Use their current goals and objectives and set priorities accordingly;
- Use time management techniques that work for them as individuals and also for the team;
- Minimise distractions and time wasting activities by putting boundaries in place;
- Use email strategies to minimise distraction and maximise effectiveness;
- Understand how to create a work/life balance with less stress as a result of excellent delegation, clarity of purpose and self management systems.

Our Strategy

Our strategy is based on personalised learning, where we aim to develop the competence and confidence of every delegate by actively engaging them in the seminars. Using case studies and practical examples, the delegates will be provided with a thorough grounding in this field and will gain the confidence needed to deliver accurate, effective advice.

SEMINAR PRESENTER - Amanda Steadman

A graduate of Business & French and German and after extensive international travel, Amanda embarked on a career in sales. After numerous years in recruitment she moved into consultancy and developing people globally within franchising and headhunting. Over the next few years she trained hundreds of consultants and owners in how to be successful. Her remit spanned: how to hire, train and retain staff; negotiate, lead, coach and present. Her emphasis was on how to create wealth through business and systems; whilst keeping the motivation and focus of the team. This also included consultancy, training and speaking engagements internationally in USA & Europe and in other languages in France, Germany, Czech Republic, Cyprus and Spain. After helping so many others develop successful businesses; it was time for her to do something different and even more challenging. She began coaching and running courses alongside her full time job, then began a joint venture consultancy in Resourcing and Training. She also built up an admirable property portfolio, inspired others to create wealth and take action to change their lives for the better. She is passionate about people development and ensuring that the key messages are developed in a creative, fun, way that gets results.



IN - HOUSE LEARNING & DEVELOPMENT SOLUTIONS

Tailor-made training for your company

If you have a group of three or more delegates you could benefit from our flexible, in-house training programmes. Call us for a free quotation.

Membership scheme

You and your firm could be saving £000s on your CPD training. Find out how to join our membership scheme and receive immediate benefits.

For more information please call our Customer Services **+44(0)208 822 3321**, e-mail us at **info@emguk.net** or visit us online at **www.emguk.net/membership**.

Who should attend?

This seminar will provide key strategies in order to ensure time is managed effectively and is applicable to all levels of staff.

Our commitment to you

In order to ensure maximum interaction with delegates, numbers will always be kept to 15 delegates or less per seminar.

Delegates will receive a comprehensive pack, including presenters' slides.

Continuing Professional Development

EMG Associates is approved as an external course provider by the Solicitors Regulation Authority (SRA) SRA reference No. **DKU/EMGA**.

Attending this seminar qualifies you for 6 CPD hours.

Certificates of attendance will be given to all delegates, so that they may claim appropriate credits in respect of other continuing professional development requirements.

SEVEN KEYS TO POWERFUL TIME MANAGEMENT

Our national training venues:

London: 7th Floor, 3 Shortlands, Hammersmith. W6 8DA

Liverpool: Il Palazzo, 7 Water Street. L2 0RD

Manchester: St James court, Brown Street. M2 2JF

Newcastle: The Collingwood Building, Collingwood Street. NE1 1JF

http://www.emguk.net/ap_traininglocations.asp

EMG Associates member price: £360 + VAT

Non-member price: £450 + VAT

Four easy ways to book

Telephone us on +44(0)208 822 3321

Fax this form to +44(0)208 822 3357

E-mail us at bookings@emguk.net

Post this form to Customer Services:
EMG Associates (UK) Ltd, 7th Floor, 3 Shortlands,
Hammersmith, London W6 8DA

Invoice/Payment details

NB. Payment must be in Pounds Sterling

I am enclosing my cheque for £.....
payable to EMG Associates (UK) Limited

I am paying by Bank Transfer (Bacs)

Bank name: NatWest

Sort code: 60-50-06

Account no: 37664018

Purchase order:

The fee includes refreshments, administration and full documentation. For further enquiries relating to this programme, its content, the venue, or if you have any special requirements, please do not hesitate to call Customer Services on +44(0)208 822 3321.

Delegate details (Please complete in BLOCK CAPITALS)

Full name: _____

Job title: _____

E-mail: _____

(To enable us to confirm your booking as efficiently as possible, please supply your e-mail address.)

Telephone: _____

Special requirements: _____

Invoice details

Name/Company: _____

Address: _____

No. of employees 1-5 6-10 11-25
in your organisation: 26-50 51-99 100+

Booking details

Please see the website for available dates and locations:

http://www.emguk.net/bp_cpddirectory.asp

Course date: _____

Course location: _____

(For more than one delegate please photocopy this form.)

Terms and Conditions

1. Confirmation of your booking will be sent by e-mail or post within 3 days of receipt of your booking. A VAT invoice and joining instructions will be sent to you acknowledging your booking. Please contact us if you do not receive this within seven days of booking. Seminar documentation is distributed at the time of the seminar. **2.** Upon receipt of your booking, your place(s) will be confirmed. Any cancellation must be received in writing. The following charges apply in the event of cancellations: Up to 15 days before the event – 10% + VAT; Less than 15 days before the event – 100% +VAT. A substitute delegate can be named at any time before the seminar begins without any charge. **3.** This booking form constitutes a legally binding contract. The delegate and the employer are jointly and severally liable for payment of all fees due to EMG Associates (UK) Limited. To the extent permitted by law, neither EMG Associates (UK) Limited nor its presenters will be liable by reason of breach of contract, negligence or otherwise for any loss or consequential loss occasioned to any person acting, omitting to act or refraining from acting in reliance upon the seminar, material or presentation of the seminar. **4.** Continuing Professional Development hours or points may be claimed from the following professional bodies: The Solicitors Regulation Authority and the Bar Standards Board. **5.** EMG Associates (UK) Limited may periodically contact you with details of seminars that may be of interest to you. Please write to the Customer Services Team if you do not wish to be included in this activity. **6.** It may be necessary for reasons beyond the control of EMG Associates (UK) Limited to change the content and timing of the seminar, the presenter, the date or the venue. In the unlikely event of the seminar being cancelled, EMG Associates (UK) Limited will automatically make a full refund but disclaim any further liability. **7.** EMG Associates (UK) Limited reserves the right to change the timing of the seminar, the presenter and the date and venue due to reasons beyond their control. EMG Associates accept no liability if, for whatever reason, the seminar does not take place.

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