



COURSE INFORMATION

Time Management Workshop (One day)
Northampton (Choose from dates below)

16 February 2010

20 May 2010

14 September 2010

9 November 2010

Only £227 per person + VAT
(maximum 12 participants per course)

Effective time management is arguably the best kept secret of business success. It greatly increases your work capacity and is a clear sign to others that you are an achiever. Apply what you learn in this one day course and you join a select group of business people who are in control, appear to have a high capacity for work and thrive in a pressured environment.

This is a highly participative workshop, using a psychometric test to highlight how the attendees use their time and an identification of each person's individual time wasting behaviour and how it leads to stress at work/home.

Attendee's will find that others have similar problems to them with time and the activities will produce ideas for implementation back at work.

Who should attend:

Anyone who wants to work smarter not harder.

By the end of the course participants will be able to:

Identify the barriers that get in the way of their work

Understand the importance of planning and prioritising their workload

Prioritise email on a daily basis for action

Identify behaviours in themselves and others that cause time to be lost/encroached upon

Identify ways to maximise their time to reduce stress and improve productivity

Set objectives as a self-management and self motivating tool

The Development Company

Tel: 01604 810801 Fax: 01604 811439 Email: training@thedevo.com Website: thedevo.com

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Specific course content:

- Prioritise activities; concentrate on the important issues
- Develop techniques for releasing valuable time
- Deal with time wasters and interruptions
- Learn to say 'No'
- Manage email effectively and efficiently – no more clogged inboxes
- Manage your workload and yourself

There will be a maximum of 12 people on this course

Detach here ✂ -----

Registration Form for Time Management 16 February 2010
20 May 2010
14 September 2010
9 November 2010
(circle your chosen date)

Company Name

Company Address

.....

.....

Postcode

Tel. No. Fax. No.

1st Delegate Name

2nd Delegate Name

3rd Delegate Name

The course fee is £227.00 per person plus VAT. We do accept credit cards.

Please book the above participant(s) on this course. I enclose a cheque for £266.73 per person (£227 plus £39.73 VAT).

A VAT invoice will be sent to me immediately upon receipt of my payment and I understand that the course place(s) will not be reserved until my payment is cleared.

Signed I agree to the terms and conditions on page 3 of the booking form.

Name Position

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Payment methods:

By cheque: Post this registration form together with your cheque payable to “The Development Company Limited” for the full amount to: *The Development Company Limited, Ireton House, 9 Sunny Side, Earls Barton, Northamptonshire, NN6 0EX.*

By credit/debit card: Please fax back booking form on page 2 and call us with your card details.

Invoice to the company: Please fax back booking form on page 2 and give us purchase order information to raise an invoice. (Payment must be cleared prior to the course date).

Course location

We run our public courses at the Park Inn Hotel in Northampton. The venue is 5 minutes walk from Northampton train station, and easily accessible from Junction 15 of the M1 motorway and A14/A45. There is ample secure parking.

The course starts at 09.15 and finishes by 16.45.

Course fee and what it includes

Coffee/tea on arrival, mid-morning and mid afternoon plus lunch will be provided as part of the course fee.

Terms and Conditions of Booking

All course fees must be sent with the course registration form. A VAT invoice will be sent to you on receipt. No course place will be reserved until the payment has cleared.

Cancellations will attract a £30 administration fee if made at least 14 days prior to the course date. If Cancellation is made with less than 14 days notice or a delegate fails to attend, no refund will be given.

Delegates may be substituted with no additional fee payable.

If you want to move a delegate from one course date to another then this will be dealt with as a cancellation and re-booking and will be subject to the cancellation terms above.

If there are no places available on the requested course alternative dates will be given or a full refund will be offered.

The final word?

“Thanks for the Time Management course last month. It is amazing I came in and spent my first day back in the office clearing out and since then I have kept a clear desk policy with little trouble. Also delegation has increased and time wasting has decreased dramatically. I have been arriving in office at 0830 in the morning and leaving between 1730 and 1800 every night. Thanks once again. Brilliant.” *Stuart Barry, HR Manager, Bourne Leisure (Butlins, Haven) Group*

The Development Company is now the in-company provider for Time Management development within the Bourne Leisure Group.

Please note – we **never** cancel a public course
so your diary date is assured

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At The Development Company, we know how hard it can be to ensure the training budget covers staff development needs.

This is why we have decided to enable you to stretch your 2010 budget that bit further.

Until 31/12/2010 for every 3 places you book on any open course date the third place is free.

* 3 for 2 terms and conditions

1. Offer available when booking 3 people on the same open course date.
2. Offer ends 31/12/2010.
3. 3 for 2 offer subject to availability.
4. 3 for 2 offer is not available with any other offer.
5. Offer does not apply to any Train the Trainer open courses.

3 ways to book on an open course:

1. Call 01604 810801
2. Email training@thedevco.co.uk
3. Book online at <http://www.thedevco.com/public-courses.html>

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