



## Managing Time, Paper & E- Mails

<b>Time</b>	9.30am to 4.30pm (Registration 9am)
<b>Duration</b>	1-day
<b>Who for</b>	Admin staff in CSS
<b>Aims and Objectives</b>	<p>To enable participants to refresh and update aspects of their Time Management Skills Participants will demonstrate ability to;</p> <ul style="list-style-type: none"><li>• Identify how effectively they use their Time</li><li>• Set and achieve realistic priorities</li><li>• More effectively manage e-mail and contacts</li><li>• Set clear objectives for themselves</li><li>• Organise the paper trail more effectively.</li></ul>
<b>Learning Outcomes</b>	The participants will be able to use techniques to improve their Time Management Skills
<b>Content</b>	<p>What are your Strengths and Weaknesses.</p> <ul style="list-style-type: none"><li>• Setting Priorities - What is Urgent/Important?</li><li>• Who's in Charge, You or the e-mail?</li><li>• DVD – The Paper Chase</li><li>• Your Personal Plan of Action – 62 ideas for improvement</li></ul>
<b>Facilitator</b>	Sue Brett, Martello Training
<b>To apply</b>	Please send a completed application form to the Professional Development Unit (CSS), 1st floor, Kroner House, Eurogate Business Park, Ashford, TN24 8XU. Telephone bookings are <b>not</b> accepted.