

Effective Planning & Prioritisation Skills For Managers & Leaders



19 March 2020 - DoubleTree by Hilton, Nottingham Gateway

This one-day training course is aimed at supervisors, team leaders and first-line managers who want to develop skills in how to plan work allocation and increase time management skills including delegation.

Topics

- * Time Management – the skills and tools
- * Planning and allocation
- * Delegation – motivational for team members and time-saving for the leader
- * Sharing goals and gaining ownership

Overview

- * What is time management ? - Skills and tools to help manage your time
- * Planning work to completion and allocating work fairly (whilst still being motivational)
- * What delegation is - and what it is not !
- * The skills of delegating effectively - Who wants to take on even more work ?
- * Gaining team ownership to the goals (linked to workplace planning/allocation/delegation)

To book, complete the booking form and return to Melanie Foote +44 (0)20 8773 5525 or e-mail melanie.foote@ppma.co.uk

COST: PPMA Members; £95 each, Non-members; £295

*** EXCEPTIONAL DISCOUNTS FOR MEMBERS ***



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DoubleTree by Hilton, Nottingham Gateway, Nuthall Road, Nottingham NG8 6AZ

COURSE DURATION:

Arrival: 08:30

09:00 start - 16:30 to include breaks (15 minutes morning & afternoon) and lunch (up to 1 hour).

BOOKING FORM - 'Effective Planning & Prioritisation Skills For Managers & Leaders' training day:

I would like to register delegate(s)

COSTS	PPMA Members @ £95 pp	<input type="text"/>
	Non-Members @ £295 pp	<input type="text"/>
	TOTAL	<input type="text"/>
	PLUS VAT @ 20%	<input type="text"/>
	TOTAL BOOKING COST	<input type="text"/>

TERMS & CONDITIONS: Cancellations: If you cannot attend, a substitute delegate may attend in your place provided that written notice is given, or contact the PPMA on 020 8773 8111. Refunds of fees cannot be made unless notice in writing is received a minimum of 10 working days prior to the training course. All cancellations will be subject to a 25% (+VAT) fee to cover administrative expenses.

Important Note: This booking form constitutes a legally binding contract. It may be necessary, for reasons beyond the control of the PPMA, to change the content, timing, speakers and/or date of the seminar, course and/or programme.

Company:

Address:

..... Postcode:

Telephone: E-Mail:

Booking Authorised By:

Delegate 1: Position:

Delegate 2: Position:

PAYMENT DETAILS:

Payment is required prior to the Seminar or Training day.

1. **On Account** - Members can pay by account.
2. **Credit / Debit Card** - All credit / debit card payments now need to be taken over the phone.

Please contact **Melanie Foote** on **+44 (0)20 8773 5525**

3. **BACS** - Barclays Bank PLC
Sort Code: 20-24-61
Account No: 90721220

4. **Cheque** (A receipted invoice will be forwarded to your Accounts Dept.)

Data Protection: Your personal data will be processed in accordance with the General Data Protection Regulation (GDPR) and may be used to supply you with useful business information. Please tick as appropriate.

I do not wish to receive publications or further information from the PPMA.
I prefer not to be contacted by any of the following: Mail E-mail Telephone

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