



Corpus Christi Training Course

Effective Time Management

25th October 2024

Description

Time is limited, and therefore, hard to control. Time is also difficult to use efficiently and effectively. Ideally, time management must be a unified, overall approach.

What is covered?

- How to identify priorities
- How to successfully plan your time
- Tips and techniques to deal with 'time eaters'
- Diary management / electronic diary management
- Delegation techniques

This is a morning session, running until lunch time.

Price £110+VAT per person

The payment of £110+VAT will be invoiced at the time of booking. One hundred per cent cancellation fees will apply from 28 days prior to the workshop. In the unlikely event that we cannot hold a course, we will offer an alternative date or a refund.



For further information and to book, contact the conference team at
Corpus Christi College: conferences@corpus.cam.ac.uk | 01223 766534