

Members Training

Time Management - Training Day



Course Date: 28th February 2012

Course Venue:

Henley in Arden Golf and Country Club

Course Fee: Non Members £175.00 + VAT

Course Times: 9:30am - 4:30pm
(refreshments served from 9.00am)

Advanced Booking Essential. Places are limited and will be allocated on a first come first served basis.

In the high-pressure world we live in today if you do not manage your time effectively, you will have a hard time managing anything else. People can waste precious minutes, hours, even days, reacting to situations that are beyond their control rather than developing skills that will keep dealing with what is within their control. This lack of direction and total disorganisation will prevent them from reaching their most important goals.

Does sound like you or one of your team?

Our one-day Time Management course is your solution to this chaos. This highly interactive and enjoyable course will help you understand the fundamental principles of time management and personal effectiveness where all your time is going and why. This includes the '**urgent v important**' concept, '**delegation**' and '**effective planning**'. You will learn how to eliminate interruptions and delegate low-priority tasks to others. Best of all, you will learn how to recognise and protect your high-value tasks and make sure they are done well and on time.

Your tutor for the day will be Brent Warren who ran our highly successful Time Management Breakfast Briefing last year. He is a tutor in management and leadership for The University of Nottingham as well as an experienced commercial trainer with a blue chip client base. He specialises in the delivery of management, leadership and personal effectiveness training.

— **You do not want to miss this!**

If you want to be there -
fill out the attached Booking Form and return it without delay.

GIMA, 225 Bristol Road, Edgbaston, Birmingham, B5 7UB.

Tel: 0121 446 5213

Fax: 0121 446 5215

Email: info@gima.org.uk

Web: www.gima.org.uk

FILL OUT AND RETURN YOUR BOOKING FORM NOW

GIMA Training – Booking Form and Payment Form

Print out and fax back to: 0121-446-5215 or book and pay by telephone

My company wishes to attend the GIMA Training (insert course date and title)

..... at:

The Henley Golf and Country Club, Henley-in-Arden, Warwickshire, B95 5QA.

(Welcome refreshments and networking time starts at 9.00am for the course at 9.30am prompt)

(if you need a map to help you find the location of our venue, email info@gima.org.uk and we will send you one)

[£175.00 + VAT (total £210.00) for non-members] which covers refreshments and materials.

Company:

Delegates names: (please include company name if different from above)

Delegate 1:

Delegate 2:

Delegate 3:

Delegate 4:

Total cost	
VAT @ 20%	
Total Payment	

Main contact person details:

Contact Telephone Number:

E-mail Address:

Signature:

Payment: [Please note: whichever payment method you choose you must still return your booking form to the GIMA Office]

- Pay by credit card over the telephone call **0121 446 5213** (only available during normal office hours)
- Pay by BACS to: **Lloyds TSB** Branch Sort code: **30 91 36** Account name: **GIMA Ltd.** Account number: **01629986**
- Pay by cheque, post to: **GIMA, 225 Bristol Road, Edgbaston, Birmingham, B5 7UB**

Terms and Conditions: Completion and return of this form constitutes a contract between yourselves and GIMA. All delegate fees are payable in advance of the course and we reserve the rights to refuse admission if fees are not paid. In event of a cancellation or a transfer the following terms will apply: > More than 21 Days - No charge / > 21 Days - 7 Days - 50% of booking / > Less than 7 Days - 100% of booking

Please use this booking form as your VAT invoice/receipt.

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