

Application Form

(Please complete all sections in block capitals and return with deposit €100)

Block Capitals

Name _____

Address: _____

Tel. No. _____

Mobile No. _____

E-mail: _____

: _____

Signed : _____

Date : _____

Please forward completed enquiry form together with deposit to:-

**Neil Dawn Associates,
Belleek Avenue,
Ballina,
County Mayo**

Contact Details

Catherine Mattimoe 086 8113426
Or
Anne Bain 086-3999710

Telephone: 096-73886

E-mail: neildawn@eircom.net
catherine@energentraining.com
declan@energentraining.com

Neil Dawn Associates
is a
FETAC & City & Guilds
Registered Centre



Neil Dawn Associates
Belleek Avenue
Ballina
Co Mayo
Ireland



Neil Dawn Associates



Improving Personal Effectiveness

“Clock and the Compass”

One-day Programme

Commencing Autumn 2008

Course Details

If working harder, smarter and faster won't work what will ?

This highly acclaimed "Learning" programme has been designed to enable people to develop new techniques in improving their own personal effectiveness. The Clock and the Compass builds on the first and second levels of organising systems and scheduling methods and deals with the important idea of prioritising; being pro-active and recognising value added activities.

In this step-by-step approach we learn to expand our personal capacity to develop the results we desire, creating lasting benefits in our work effectiveness and personal health. Throughout the programme delegates will be developing their own "prioritising processes" which will enable them to attain new dimensions in personal mastery.



Learning Outcomes

On completion of this programme participants will be able to:-

1. Discover methods of self-leadership that will help you become more effective in this constantly changing world
2. Develop insights into how you can take control of your lives and make them more rewarding and meaningful
3. Become more aware of your own guiding principles

Programme Content

The one day programme consists of three main elements :-

The Struggle between the Clock and the Compass

- o Managing Time
- o Self Direction

The Power of Pro-activity

- o Re-activity V Pro-activity
- o The power of pro-activity
- o Circle of Influence

Mastering self-leadership

- o Work Life balance
- o Dealing with urgent and important matters
- o Self Development



What People have Said About The Clock and Compass

Owen – The programme changed my life, full stop.

Helen – I feel much clearer and confident about the future

Niamh – Great programme learnt much about myself

This "learning" programme uses techniques that increase individual's ability to learn and desire to implement new learning. Each session will be highly participative, with practical exercises, role-play and plenary discussion

Programme Schedule

This one-day programme is open to all and is suitable to anyone who wishes to improve their own personal effectiveness, confidence or self esteem..

Course Fees : €125.00

Academy of Learning and Development

The Academy Centre which is located in the Ridgepool Village, Ballina has excellent facilities and boasts an excellent team of facilitators. Neil Dawn has delivered this programme throughout Ireland and the UK.

The centre boasts state of the art presentation equipment and also has a comfortable learning environment. It also has its own canteen facilities and has access to easy parking.

***"Doing things faster is no
substitute for doing the right
things"***

Corporate Delivery

This programme is suitable for staff development within organisations and can be offered exclusively as an in house development programme.