

Application Form

(Please complete all sections in block capitals and return with deposit €50)

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

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Or
Anne Bain 086-3999710

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



Neil Dawn Associates
Belleek Avenue
Ballina
Co Mayo
Ireland



Neil Dawn Associates



Time Management

One-day Programme

Commencing Autumn 2008

Course Details

If you finding yourself having difficulty to fit everything in or that you haven't got the time to do things you would like then "Time Management Skills" maybe just what you are looking for. This practical no nonsense programme will enable you to take stock of yourself and find the tools and techniques of managing your time more effectively.

The programme takes you step-by step through a process at the end of which you will have identified the benefits of improving your Time management and an action plan for improvement. You will have also identified the appropriate time management activities which are more likely to prove successful for you.

Learning Outcomes

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

1. Understand where all the time goes
2. Identify the cost of poor time management versus benefits of improving time management
3. How to organise yourself - Planning and Prioritising
4. Pro-activity V Re-activity
5. Tools and techniques of good time management
6. Action planning for improvement

Programme Content

The one day programme consists of three main elements :-

Time Management Review

- o Critical look at self
- o Cost benefit analysis

Planning and Prioritising

- o Urgent V important
- o Time management techniques

Pro-activity

- o Circle of influence
- o The art of Delegation – saying no

Action Planning

- o Development of short term and long term goals
- o Tools and techniques



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.

Corporate Delivery

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