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|---------------------|---|
| Legal/Best Practice | |
| Skill Builder | ✓ |
| Career Builder | ✓ |

Management and Supervisory – Managing Yourself

Course Code: CTO68

This course enables delegates to focus on achieving important objectives, by learning how to manage themselves.

Course at a glance

- Time management and maximising personal value
- Understanding individual motivation
- Maximising team performance
- Coping with multiple demands
- Keys to successful delegation
- Course assessment and review

| | At Brandon Training Centre | On-site |
|------------------------------------|--|--|
| Duration | 1 day | 1 day |
| Cost | £200 + VAT per day | £1,800 + VAT per trainer per day on-site |
| Minimum number of delegates | 1 – attending an Open Course Booking | 8 |
| Maximum number of delegates | 12 | 12 |
| Certification | Brandon Training Certificate with Training ID Card. Records are available to view on-line | |

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or www.brandontesting.co.uk