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| Legal/Best Practice |  |
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| Skill Builder | ✓ |
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| Career Builder | ✓ |
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# Management and Supervisory – Personal Time Planning/ Organisational Skills

Course Code: CT072

This course enables delegates to set goals and plan for the future by effectively organising and managing their time.

## Course at a glance

- Do it now – self-assessment and clearing the clutter
- Effective prioritising
- Daily and weekly planning
- Delegation skills
- Personal and business goals
- Effective use of available time
- Managing meetings
- Continuous improvement
- Course assessment and review

|                                    | At Brandon Training Centre   | On-site                                  |
|------------------------------------|--|--|
| <b>Duration</b>                    | 1 day  | 1 day                                    |
| <b>Cost</b>                        | £200 + VAT per day   | £1,800 + VAT per trainer per day on-site |
| <b>Minimum number of delegates</b> | 1 – attending an Open Course Booking   | 8  |
| <b>Maximum number of delegates</b> | 12   | 12                                       |
| <b>Certification</b>               | Brandon Training Certificate with Training ID Card.<br>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](http://www.brandontesting.co.uk)