



Effective time and resource management – 6 CPD hours

‘Ann is a lively and personable presenter who provoked me to think about my role and value to the business’

‘Good Delivery, right pace, interactive, highly relevant’

United Utilities

Benefits

This course is designed to provide you with the knowledge and skills to ensure that you can build and maintain effective communication and trust (even when delivering ‘bad news’). This course also examines the ‘value’ concept in detail.

Topics covered

- Core Planning Principles & best practice techniques
- Using the 4 mat approach for preparing a business case for resources
- Presenting and negotiating your business case
- Effective delegation techniques to maximise resources
- The role of IT to support effective use of time
- How to make meetings more efficient

**For More Information Please Contact Ann Page via Email at
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