

A Joint Healthcare Conferences UK and TeachMedica Masterclass

10% card payments discount*
15% Group booking discount**

Masterclass: Effective Time Management Skills

How to work smarter not harder

Friday 17 May 2019

De Vere West One Conference Centre, London



Key Learning Objectives

- Learn how to use the Time Management Tool Kit provided to make positive changes in both your professional and personal settings
- Have an appreciation of what your key professional and personal values are
- Learn new ways to set goals that are achievable and relevant to you
- Learn new techniques to prioritise tasks and to eliminate distractions
- Learn how to be more assertive, to say no effectively and how to delegate more
- Learn strategies on how to tame your email inbox



The Masterclass will be facilitated by

Matt Green
Director
TeachMedica



TeachMedica
Enhance | Inspire | Empower

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This one day masterclass is aimed at healthcare professionals at all levels who wish to have the opportunity to reflect on their current approaches to managing their time and learn about steps they can take to become even more effective.

In the ever evolving landscape of healthcare provision the need to work more efficiently and achieve 'more with less' is more important than ever. The greatest asset we have is our time and personal effectiveness is directly proportional to the degree in which we manage our time effectively.

Aimed at healthcare professionals at all levels this interactive 1-day programme will explore how you can be more productive and make more efficient use of the time you have. The Time Management Toolkit provided will help you to bring more clarity to how you plan your working life and your personal commitments. This course will empower you to become more efficient both within your professional and personal settings.

Facilitated by:

Matt Green, Director of TeachMedica. Matt is an experienced facilitator and high performance coach of healthcare professionals and is a keen advocate of empowering individuals to achieve a balanced approach to their professional and personal commitments. He has spent the last fifteen years working closely with healthcare professionals to improve and enhance their personal effectiveness skills and to support them to realise their potential. Matt's particular interest lies in how we can empower individuals, through developing a greater awareness of their personal attributes, to successfully effect change in the NHS, ever mindful of the myriad of challenges that exist in the ever changing landscape of the NHS.

Programme

- 09.00 Coffee and Registration
- 09.30 Welcome, Introduction and Aims
- 09.45 What does effective time management really mean?
- 10.15 Aligning our values with our working and personal lives
- 11.00 Coffee
- 11.20 How to set goals that are relevant and achievable
- 12.15 Embracing a structured 'To Do list'
- 13.00 Lunch
- 13.45 Employing effective prioritisation techniques
- 15.15 Coffee
- 15.30 Strategies for taming your email Inbox
- 16.30 Summary and Close

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Download

> How to book

Book with credit card and receive a 10% discount*

www.healthcareconferencesuk.co.uk

Fax the booking form to
0208 181 6491

Post this form to Healthcare Conferences UK
8 Wilson Drive, Ottershaw, Surrey, KT16 0NT

> Your Details (please complete a new form for each delegate. Photocopies are acceptable)

Dr Mr Mrs Ms (Please Circle)

First Name

Surname

Job Title

Department

Organisation

Address

Postcode

Telephone

Fax

Email

Please write your address clearly as confirmation will be sent by email, if you prefer confirmation by post please tick this box, Please also ensure you complete your full postal address details for our records.

Please specify any special dietary or access requirements

This form must be signed by the delegate or an authorised person before we can accept the booking

(By signing this form you are accepting the terms and conditions below)

Name

Signature

Date

> Payment

By Cheque A cheque for _____ is enclosed

Please make Cheques Payable to: Healthcare Conferences UK Ltd.

By Invoice Please send an invoice to

Name

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Address

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PURCHASE ORDER NUMBER
(If Applicable)

Please note if you are requesting an invoice many NHS organisations now require a Purchase Order Number to be provided. If you do not provide this number this may slow down the processing of this delegate place.

By B A C S

For Payments in £: Sort Code 40-46-22 Account No. 21553690

Please send your BACS remittance form as confirmation of payment

Your BACS Reference _____

By credit card Please debit my Visa/Mastercard/Switch **All sections must be completed**

Cardholder's Name

Card No. _____

Valid From _____

Expiry Date _____

Issue No. (switch only)

You will be contacted during the processing of your booking to confirm the payment card security code. (this is the last three digits of the number printed on the back of your card)

Signature

Card billing address

Promotional Code _____

Venue

De Vere West One Conference Centre, 9-10 Portland Place, London, W1B 1PR. A map of the venue will be sent with confirmation of your booking.

Date

Friday 17 May 2019,

Conference Fee

£395 + VAT (£474.00) for NHS, Social care, private healthcare organisations and universities.

The fee includes lunch, refreshments and a copy of the conference handbook. VAT at 20%.

*Card Discount

10% discount when you book via credit or debit card. This offer is exclusive to card bookings and cannot be used in conjunction with any other Healthcare Conferences UK offer.

*Group Rates

A discount of 15% is available to all but the first delegate from the same organisation, booked at the same time, for the same conference.

Terms & Conditions

A refund, less a 20% administration fee, will be made if cancellations are received, in writing, at least 4 weeks before the conference. We regret that any cancellation after this cannot be refunded, and that refunds for failure to attend the conference cannot be made, but substitute delegates are welcome at any time.

Accommodation

On confirmation of your booking you will receive information for booking accommodation should you require it.

Confirmation of Booking

All bookings will be confirmed by email, unless stated otherwise. Please contact us if you have not received confirmation 7-10 days after submitting your booking.

Credits

CPD Certified. This conference is recognised by the Good Governance Institute.

For more information contact Healthcare Conferences UK on **01932 429933** or email jayne@hc-uk.org.uk

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