

Time Management and Delegation

Don't let time control you, learn to manage your time and delegate to ensure successful completion of tasks.

Managing time and delegation can be the most difficult tasks to achieve in a fast paced workplace. Learning to manage time more effectively will allow staff to prioritise tasks so they are completed on time

Without sufficient delegation effective time management cannot be accomplished. Learn how to delegate, what you can delegate and who to.

Participants will learn to manage their time by defining specific goals and prioritising their tasks. Participants will also discover what their biggest distractions are and learn how to cope more productively with them.

This course is designed for staff in all areas of business.

Topics Covered:

- Goal Setting for Time Management
- Delegation
- Dealing with Distractions
- Prioritising

See full course schedule for dates at <http://training.mtansw.com.au> or phone (02) 9213 4222

Cost: Members \$185.00 (Incl. GST)

(non members please add 30%)

To register for this course please fill in your details and Fax to: (02) 9212 6889

Please post cheques, after faxing, to Locked Bag 5012, Darlinghurst, 2010. Confirmations will be sent 1 week prior to course commencing via fax. **Any enquiries please contact MTA's Training Department on Ph: (02) 9213 4222**

This document becomes a tax invoice for GST when you make payment. ABN: 63000008088

Seminar Name: _____	Session Date: _____
Member Number: _____	Company Name: _____
Postal Address: _____	Phone Number: _____
	Fax Number: _____
Email Address: _____	Mobile Number: _____
Attendee Name (s): _____	
Payment: <input type="checkbox"/> Credit Card	Card/Account Number: _____ MasterCard/Visa/Amex
	Cardholder's Name: _____ Expiry Date: _____
<input type="checkbox"/> Cheque	Cheque No: _____
<input type="checkbox"/> EFT: ANZ Darlinghurst, BSB No. 012-140, A/C No. 833370639	(Please fax through remittance after transfer)
<input type="checkbox"/> Capricorn Account	Account No: _____
Amount: \$ _____	Voucher No: _____

Please send me an SMS reminder message 24hrs prior to course

Whilst there is every intention to run the program as advertised, MTA NSW reserves the right to change the program and/or presenters. MTA NSW also reserves the right to cancel this event due to insufficient numbers. If this occurs, refunds will be made in full.

If you wish to cancel your registration and you notify us 5 or more working days before the event, we will refund 100% of your fee. For cancellations notified less than 5 working days before the event, no refund will be made. All registrations are transferable at any time to another person within your organisation (at no charge).