



THURSDAY 15 FEBRUARY 2018
09.30 – 16.00

Managing Time and Pressure

Are you feeling the pressure? Maybe you haven't stopped to take a lunch break? Maybe you feel you have more to do than hours to do it with? With a set number of hours available each day to get things done, how you spend your time becomes critical to your success. Saving and spending time, recognising priorities and becoming focussed on the things which add real value is an important skill set for managers.

What this means for you:

You'll get the chance during the workshop to really think about how effective your current time management strategies are and an opportunity and time to create an action plan that will help rebalance your priorities and deliverables.

Suitable for: Anyone

Course overview:

- Managing competing demands
- Creating systems that help rather than hinder
- Avoiding time traps
- Managing information overload
- Reducing email volume to save time and improve communication
- Introduction to scheduling tools

Attendance, including lunch and refreshments:
£125.00 plus VAT for ICCM members
£175.00 plus VAT for non-members



An ICCM/Heartled Wellbeing quality management training event

Part of a new suite of management training courses for bereavement services

One-day workshop

Learn new skills



ICCM National Office

City of London Cemetery
Aldersbrook Road
Manor Park
London
E12 5DQ

www.iccm-uk.com

Booking Form

I wish to attend/send the following attendee(s) to the ICCM and HeartLed Wellbeing Managing Time and Pressure Training Course at the ICCM National Office on Thursday 15th February 2018:

Name 1: _____ ICCM Member? Y/N

Name 2: _____ Y/N

Representing: _____

Email: _____
Confirmation of attendance will be sent by email

Phone No: _____

Address for invoice: _____

Order No: _____

Any Special Dietary Requirements: _____

Please note that the training room at the ICCM National Office is up a flight of stairs and there is no lift or alternative access.

The fee for the workshop covers attendance, documentation, lunch and refreshments. The fee is £125.00 + VAT for ICCM members and £175.00 + VAT for non-members.

Please do not send cash or a cheque with the booking form – an invoice will be sent to you at the address you give above.

Cancellations and refunds – receipt of the completed booking form is a contract. Cancellations must be made in writing at least 10 working days before the workshop, and will incur a 20% administration fee. Cancellations made after 10 working days before the workshop will not be refunded. No refund will be given for non-attendance. Substitution of delegates at no extra charge may be made by emailing julie.callender@iccm-uk.com. In the unlikely event of cancellation by the organisers, any fees paid will be refunded but no further liability will be accepted. The organisers reserve the right to make changes to the programme, speakers and venue should this be necessary.

Please return completed forms to Julie Callender at julie.callender@iccm-uk.com, or to

ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London, E12 5DQ