


### Management Cards Series

## Personal Effectiveness

#### Participants will learn:

- to be aware of one's job description
- the need for a daily plan
- the need for clear objectives in your workload
- the importance of establishing priorities
- to say "No!"
- to avoid procrastination
- to identify time-wasting activities

 30-50 minutes + debrief

 3-18 (up to three groups of 3-6 per group)

 Staff at any level

 £250 ex vat

■ Empower delegates to manage their time at least 20% more effectively. Transform attitudes in just one hour!

In small groups, simply work through a set of 30 cards, discuss the issues raised and reach a conclusion.

The cards will help you all to analyse the way you use that precious commodity, time. Do you know exactly what you are supposed to be doing each day? Do you plan ahead properly? Are you aware of your ingrained time-wasting activities? Others cards will probe your organisation's approach to time planning, individual responsibility and level of efficiency. Other cards give you specific tasks to do - all related to your use of time and personal effectiveness at work.

Be honest! You may uncover some unpalatable facts but it's all with good humour and you won't be alone! Leave with down-to-earth tips, techniques and simple rules you can easily practice back at work to make your time go further.



## Personal Effectiveness

### Trainer's Role

- 1 Divide participants into teams.
- 2 Issue each team with a set of the 30 unique cards.
- 3 Observe teams at work.
- 4 Issue Action Plans for completion.
- 5 Lead a Debrief on the key learning points.

Full debrief notes are supplied and the handouts are provided digitally for easy copying.



### Testimonials



Susannah Hopwood,  
Summerfield Sanders

I use this activity as part of either a Time Management Course or a Managing for Effectiveness Programme with team leaders and middle managers. The best learning points are self awareness, sharing 'good' ideas, and a different approach.

Lively, thought-provoking and a quick and easy way to help people consider their current practices and identify ways they can improve. I think Northgate products are great – I've not bought one that doesn't work yet – thank you.



Sarah Devenish, Training & Process Manager,  
Total Gas & Power UK

Used for time management – in the development of half day course, it is an activity addressing all learning styles. Not just a 'here's how to do it' course. Generated discussion and thought processes from participants.

### Pack Contents

- Trainer's Notes
- PDFs of Handout Files
- Sets of Cards

### Purchasers

Mercer HR Consulting  
Preston College  
Punch Taverns PTL Ltd  
Manchester City Council  
NHS Education for Scotland  
SIG Plc  
Medicines & Healthcare  
Products Regulatory Agency  
Hugh James Solicitors  
Derbyshire County Council  
Aegon UK Services

### Ordering

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Delivery UK usually next working day, elsewhere 1-6 working days depending on location