

## Time Management Course

**Course Duration** – 1 day

**Maximum Delegates** – 16

**CPD Points** – 6

**Cost** – £299.00

**Locations** – Birmingham, Cardiff, London



### Introduction and Overall Aim

The aim of this 1-day course is to introduce doctors (of all grades and specialties) to the principles of effective time management skills within a healthcare setting. On attending this course you will receive a receipt for study leave reimbursement together with an official certificate of attendance for your portfolio.

Controlling time management is crucial to personal effectiveness and achieving results within professional life. Having an Assertive approach has a considerable impact on the time we make available. This course will enable you to prepare a detailed personal development plan so that you can benefit from all that you have learnt during the day. Our time management for busy doctor's courses are run regularly in locations across the UK.

The course content covers:

- Introductions and Learning Objectives
- The Personal Effectiveness Cycle
- Response Time and Discretionary Time
- The Priority Matrix
- Assertive, submissive and aggressive behaviour
- Levels of assertiveness
- A record of learning and action plan for results

### Learning Objectives

During the programme, each delegate will learn and practice skills which have a practical nature and can be applied in the work-place. They will learn to:

- Understand the principles of effective assertiveness and time management skills
- Use techniques that allow them to use their time as effectively as possible
- Put their responsibilities into perspective and prioritise their workload
- Identify what is their responsibility and what is not
- Understand the difference between assertive, submissive and aggressive behaviour
- Understand the different levels of assertiveness and how to use them effectively
- Effectively implement what they have learnt into their day to day work
- Prepare a detailed action plan which sets SMART objectives and activities with timescales

## **Methodology**

The programme is a combination of discussion, creative thinking, role-playing, case studies and exercises. There is always a way to help you learn!

## **Course Timings**

09.30 – 09.45 Welcome & Introductions

Session 1 – The Personal Effectiveness Cycle

Session 2 – Response & Discretionary Time

Session 3 – Time Management Priority Matrix

12.30 – 13.30 Lunch

Session 4 – Submissive, Assertiveness and Aggressive Behaviour

Session 5 – Levels of Assertiveness

16.00 – 16.30 Record of Learning & Action Plan

## **Purchasing the Course**

To book onto our Time Management Course, you can:

- Visit our website where you can book onto this course by card, cheque or invoice request
- Ring our office at 0115 7200 025 and book over the phone
- Complete the attached booking form and post or fax it back to us

## COURSE ORDER FORM

*Please complete all applicable information below*

**1. FULL NAME** \_\_\_\_\_

*Please write your name in the same way as it appears on your Booking Form and underline your surname/family name*

**TITLE** \_\_\_\_\_ **GRADE/SPECIALTY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **POST CODE** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_ **TELEPHONE NUMBER** \_\_\_\_\_

*Course materials will be sent to you via post upon receipt of payment, it is therefore essential that you provide the contact details requested above to ensure safe delivery.*

**2. COURSE TITLE:** \_\_\_\_\_

**DATE OF ATTENDANCE** \_\_\_\_\_ **DURATION** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

### 3. PAYMENT DETAILS

I enclose payment of £\_\_\_\_\_ with this form – Please make cheques payable to ‘Developmedica’ (*see website for course fees and dates*)

My sponsoring institution will be paying my course fee directly to Developmedica (*please include cheque*)

My sponsoring institution will require an invoice before a payment can be made

### 4. PAYEE INSTITUTION DETAILS

**INSTITUTION** (*e.g. Deanery, General Practice, Healthy Authority*) \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

*Please provide the full name of the payee to which the invoice should be sent*

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **POST CODE** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_ **TELEPHONE NUMBER** \_\_\_\_\_

*An invoice will be sent to your sponsor via email or post (if requested) to the sponsor listed above. It is therefore essential that you provide the contact details requested above to ensure safe delivery and correctly book onto your course.*

## 5. DEVELOPMEDICA CONTACT DETAILS

Developmedica  
Course Booking  
Castle Court  
Duke Street  
Nottingham  
Nottinghamshire  
NG7 7JN

**CONTACT NUMBER:** 0845 8380 571 / 0115 7200 025

**WEBSITE:** [www.developmedica.com](http://www.developmedica.com)

**EMAIL:** [info@developmedica.com](mailto:info@developmedica.com)

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## 6. TERMS AND CONDITIONS

For cancellations made by delegates for training courses more than four weeks prior to the start date we will refund 100% of fees received from delegates less a refund administration fee of £50 per course. For cancellations made by delegates for training courses made less than four weeks, but more than two weeks before the start date of a course - we will refund 50% of the course fees less a refund administration fee of £50 per course. For cancellations made by clients less than two weeks before the start date of the course no refund of fees will be made.

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**Attendee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payee Signature\*:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*I confirm that I am authorised to make this payment on behalf of \_\_\_\_\_ (*sponsoring institution*)

**Please post back to:**  
Developmedica  
Castle Court  
Duke Street  
New Basford  
Nottingham  
NG7 7JN

**Or fax to:** 0870 8031 430

**Or email to:** [info@developmedica.com](mailto:info@developmedica.com)