

Managing your Time

Universities continually seek efficiency gains and one way they do so is to minimise their payroll and increase the responsibilities of their remaining staff. As a consequence we are required to be more efficient and to use our time more productively.

Objectives

How effectively managers use their time depends largely on their ability to plan, organise and prioritise activities. This one day seminar addresses the common time-management problems and gives some proven and highly practical tips for solving them.

Content

- common “time eaters”
- identifying problems and possible solutions
- setting priorities and personal planning
- delegation – a structured approach
- maintenance and progress tasks
- personal action plans

The day will be lively and inter-active with a mix of presentations, syndicate exercises, group discussion and a training video.

Presenter

Monica Moynihan has had an extremely successful career with international hotel groups, initially specialising in accommodation management before moving into a corporate training and development role. She is now a director of Progressive Training Ltd and has presented a number of very successful seminars and workshops for UhS. She specialises in delivering sales, negotiating, yield and project management programmes for clients throughout the hospitality industry.

Participants

This workshop is for anyone working within a conference and events office, student accommodation, catering or facilities management who would like help to alleviate time pressures in their work within university hospitality.

Date and Venue

Wednesday 10 December 2008; registration is from 0915. The seminar starts at 0945 and ends at 1530. It will be held at the Fielder Conference Centre, Hatfield Business Park, University of Hertfordshire. This is Conference Hertfordshire's non-residential conference centre, close to junctions 3 and 4 of A1(M) and Hatfield railway station, which is 25 minutes from London King's Cross. Full location and access details will be sent to participants. There is more information at www.conferencehertfordshire.co.uk.

Fee

The fee for this non-residential seminar is £185.00 plus vat, which includes seminar materials, training costs, refreshments and lunch. If you require overnight accommodation there is a Premier Inn at Hatfield, one at Welwyn Garden City, 6 miles away and several others nearby, www.premierinn.com. There is also a Travelodge very close to The Fielder Centre at the Hatfield Business Park and several others nearby, www.travelodge.co.uk.

To make a workshop reservation please go back to our booking form which may be completed on-line or off-line. May we respectfully draw your attention to the UhS business terms, which are on the seminars page of our web site and on the booking form?