

# Time Management

*An interactive workshop designed to develop efficient and effective use of the only truly finite resource, time*

**Monday 23 November 2020**

The Met Hotel, King Street, Leeds LS1 2HQ

9am Registration, 9.30am Welcome and 4.30pm, Close

Presented by **Bill Farrow**, lolair UK Ltd, this workshop is designed to help colleagues with a large workload, ensure they are in possession of the skills, knowledge and attitudes to manage time as effectively as possible; in a way that recognises the importance of well-being and resilience to cope with pressure of work in the short, medium and long term. Delegates will be invited to make a personal action plan to implement their learning.

This course aims to provide delegates with:

- Use tools and time management techniques in a connected way that creates good outcomes
- Develop enhanced communication skills to effectively (time) manage face to face transactions
- Identify and remove unwanted and wasteful activities that get in the way of effective work
- Re commit to maintaining work life balance in the belief that this leads to efficient and effective work
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## About our speaker:

**Bill Farrow** is a Management Consultant and trainer with over 30 years of experience working for some of the best organisations all over the world.

He has undertaken a number of interim roles usually working in extremely time constrained scenarios. A significant proportion of Bill's professional experience has been within the NHS, he is a former NED of the NHS Mental Health Foundation Trust, and has worked with Primary and Secondary care and Commissioning groups.

### Course Fees:

**£185.00**

All learning materials, lunch and refreshments are included.

### Reservations:

Please complete the reservation form overleaf and post or scan to: Events Administrator, Andrew Sims Centre, 2150 Century Way, Thorpe Park, Leeds, LS15 8ZB. (Please note this is our correspondence address only.)

If you are paying by debit or credit card, why not BOOK ONLINE and receive a £10 discount on the advertised price?

### Study Methods and Accreditation:

Lectures, small group work, group discussions, question and answer sessions, case studies, case directed discussions etc. This course is eligible for 6 CPD hours subject to your peer group approval.

### This conference is suitable for:

Mental Health Professionals



# Andrew Sims Centre Reservation Form

Course Title: **Time Management**

Date: **Monday 23 November 2020**

## YOUR DETAILS

PLEASE PRINT YOUR DETAILS IN BLOCK CAPITALS

Title ..... First Name .....

Surname ..... Job Title .....

Speciality .....

Trust / Organisation .....

Preferred Mailing Address .....

..... Postcode .....

Work Telephone ..... Mobile .....

Email .....

Dietary ..... Other .....

Signature ..... Date .....

## NEWSLETTER AND MARKETING

We want to stay in touch, to let you know about our future courses, discounts and ASC news. If you want to receive this information via our email Newsletter, sent every two weeks, please tick [ ]

## COURSE FEES

[ ] One Place £185.00

Promotional Code ..... Making Course Fee £ .....

## BOOKING & PAYMENT OPTIONS

Please choose ONE of the following payment options (1 to 6)

- ONLINE:** andrewsimscentre.nhs.uk and RECEIVE £10 DISCOUNT with credit or debit card
- TELEPHONE:** 0113 855 5638 with credit or debit card
- POST:** Administrator at Andrew Sims Centre, 2150 Century Way, Thorpe Park Industrial Estate, Leeds, LS15 8ZB
- BACS:** Account Number: 10003312 Sort Code: 60-70-80  
Please use ref ASC231120-DELEGATENAME
- INVOICE:** Please send a copy of Purchase Order with delegate details to andrewsimscentre.lypft@nhs.net  
Trust .....
- LYPFT Internal Transfer:**  
Budget Holder Name .....

All Payment must be received in advance of event.

## HOW TO BOOK

If you are paying by debit or credit card, please BOOK ONLINE, otherwise please complete the reservation form and either post to: **Events Administrator, Andrew Sims Centre, 2150 Century Way, Thorpe Park, Leeds, West Yorkshire, LS15 8ZB** or Email it to **andrewsimscentre.lypft@nhs.net**.

Please note this is our correspondence address only. Please check individual courses for venue details.

## PAYMENT METHODS

We prefer to receive payment by credit card. If you would like us to invoice your organisation, a copy of your Trust's or organisation's official purchase order must be enclosed with this booking. **Payment must be received before the course date.** If payment is not received by the day of the course, you will be asked to guarantee your place with a personal credit card on the day. Leeds and York Partnership NHS Foundation Trust staff must provide a budget code and budget holders authorisation.

## ACCREDITATION

This course is eligible for 6 CPD hours subject to your peer group approval.

## THE VENUE

The Met Hotel is approx. 2 minutes' walk from Leeds city train station. If you are travelling by car, please note that The Met has no parking for delegates and it is recommended that you park in the long-stay train station car park off Aire Street or one of the other city-centre car parks.

## OVERNIGHT ACCOMMODATION

Please contact the venue directly to arrange accommodation.

## CONFIRMATION OF RESERVATIONS

All reservations will be confirmed immediately in writing. Further details including programme times and venue information, will be forwarded approximately 2 weeks prior to the event date. Please ensure you have provided an email address as all booking confirmations will take place by email.

## RESERVATION & CANCELLATION POLICY

Cancellations must be received in writing at least two weeks prior to the course date to be entitled to a refund, which will be subject to a 20% administration fee (minimum £20). We regret that cancellations received after this date cannot be refunded, and refunds cannot be made for failure to attend the event. However, a substitute delegate will be welcomed in your place at any time.

## FURTHER INFORMATION

The Andrew Sims Centre ("ASC") is part of Leeds and York Partnership NHS Foundation Trust ("LYPFT"). Your personal information will be stored and processed by the ASC, Stripe and HMA according to the General Data Protection Law ("GDPR"). If you would like further information about this please contact us. Your personal information will be used by the ASC to process your application to attend our events.

If you would like to keep up to date with our events and activities, please tick [ ]

If you have booked with the ASC before and already receive our Newsletter and want to unsubscribe please tick here [ ]

If you would like your details to be made available to our third-party partners such as selected event co-partner organisations, or to companies sponsoring or exhibiting at our events, please tick [ ]