

Personal Effectiveness: Managing Yourself with George Pickering

Friday 17th February, 219 St John Street, London EC1V 4LY

Introduction

Before managers can manage others they need to be able to manage effectively their own time and stress levels.

Session outline

This practical workshop will help participants develop their people skills through:

- Understanding their current time management competences
- Analysing where their time currently goes
- Becoming more effective at setting priorities and planning their time
- Sending and receiving emails efficiently
- Managing stress effectively
- Setting compelling goals

Timetable	
Registration	10.00
Start Time	10.30
Approximate End Time	16.30/17.00
<i>Lunch and refreshments provided</i>	

Trainer profile



George Pickering is an educational coach, trainer and consultant. He has given seminars and workshops in over forty different countries. He is a tutor on the English UK Diploma in English Language Teaching Management and the UCLES accredited International Diploma in Language Teaching Management. George is an inspector of language schools for the British Council (Accreditation UK) and is also an executive coach. He has a PGCE and an MA in Applied Linguistics, as well as diplomas in coaching, counselling and NLP.

Contact:

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