

Personal effectiveness for ELT professionals (for admin staff), PM session with George Pickering

Venue:	English UK, 219 St John Street, London, EC1V 4LY
Date:	Friday 10 November 2017
Timings:	Registration from: 13:45 start time: 14:15 end time (approx.): 17:15
Price:	Members £75, non-members £120
Format:	Highly practical workshop

Why attend this training session?

All ELT professionals need to learn how to manage their own time effectively if they are to meet the needs of their managers, colleagues and students. In this practical workshop we will discuss and decide ways in which you can:

- Plan your time
- Set priorities
- Managing interruptions
- Manage your emails effectively
- Contribute effectively to meetings
- Set effective objectives

About the trainer



George Pickering is an experienced educational coach, trainer and consultant. He is the academic director of the Trinity College London validated English UK Diploma in English Language Teaching Management (DELTm) and the International Diploma in Language Teaching Management. George is an inspector of language schools for the British Council (Accreditation UK) and is on the Board of Trustees of IATEFL.

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