Personal Development

Time Management for Busy Professionals

Course Details

Price

£245.00

Start date

2 March 2027

Length

Half day (09:00-13:00)

CPD Points

4.00

Course Overview

Do you want more time?

This practical course is designed to provide busy professionals with the opportunity to take a focused look at their current operating style and approach to their work. The aim of the course is to enable delegates to identify areas where they may be able to work more effectively and efficiently and in doing so create more time.

Content

- The importance of planning ahead
- Working smarter, not longer
- Prioritising effectively

- Learning to say 'No'
- Eliminating distractions
- Effective and efficient meetings
- Appraising yourself
- Effective Management of Emails
- Managing Expectations: Internal and External

Benefits

This course is designed to allow delegates to work through practical time management hints and tips in a safe, non-judgemental environment. The course avoids theoretical concepts and theories and instead focuses on methods and ideas that the trainer has learned through her career in the financial services sector.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Victoria Le Poidevin

Vicky Le Poidevin FCA, Dip IoD regularly provides interactive and engaging training sessions to a wide range of financial services and commercial delegates. Vicky continually adapts her training style to suit the variety of delegates that attend her courses, and she actively enjoys running training for all levels of experience including parties at the beginning of their career, directors looking to continually enhance their skills and all parties in between looking to upskill or get ahead in their career. Vicky's training is under pinned by practical,

real-life examples that leverage her 20 plus years' experience in the financial services sector. Vicky believes that delegates learn by doing, so she tries to include practical exercises into her courses to ensure the learning experience remains interesting, relevant, and engaging. As well as running numerous training courses, Vicky is a management consultant and has worked with numerous businesses on multiple projects, giving her a unique knowledge and experience to enrich her training. Vicky's generalist financial services experience also includes 10 plus years of auditing and accounting with a big four firm /regional firm and holding senior roles in both the Fund and Trust sector.