

## Registration Form

Name of Participant(s)	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Company \_\_\_\_\_

Branch \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Type of Payment

( ) Cash ( ) Cheque # \$ \_\_\_\_\_

Contact Person

Name \_\_\_\_\_

Title \_\_\_\_\_

Location: \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Company Stamp/Seal

Date: \_\_\_\_\_

## PRACTICAL ARRANGEMENTS

The Fee per Participant (inclusive of Coffee Break & Lunch), is as follows:

Participating Member: \$22,000.00  
Non-Member: \$24,000.00  
**(Please add GCT)**

Early indication of vegetarian meal is required.

**NB:** In order to secure registration, completed registration forms and cheques must reach the Secretariat of the Federation, at least one (1) week prior to the start of the workshop.

Companies registering five (5) or more participants, will be eligible for a five percent (5%) discount.

**JEF** reserves the right to withdraw or postpone a scheduled course/workshop/seminar if the registration is insufficient for a participation level consisting Fifteen (15) participants. In this event, **JEF** will notify and refund all fees to registered participants.

Cancellation of registration will attract the following penalties:

1. *Up to 3 working days prior to the seminar/workshop, NO Penalty.*
2. *Two working days prior to the Workshop or Seminar - \$1,000 plus 25% of the cost.*
3. *One working day prior to the Workshop or Seminar - \$1,000 plus 50% of the cost.*
4. *Cancellation on the day of the Workshop or Seminar - 100% of the cost.*

*Certificates of participation will be prepared for collection.*

**For further information, contact:**

The Secretariat  
The Jamaica Employers' Federation  
2A Ruthven Road, Kingston 10  
Tel.: (876) 926-6762, 5524, 6908  
Fax: (876) 968-4576  
E-mail: [info@jamaicaemployers.com](mailto:info@jamaicaemployers.com)



**THE JAMAICA EMPLOYERS' FEDERATION**

Presents

A **TWO**-day Workshop on

# **SUCCESSFULLY MANAGING YOUR TIME AND PRIORITIES**



**KINGSTON**

**FEBRUARY 19 – 20, 2018  
8:30 am - 4.30 pm**

**AT  
THE JEF TRAINING CENTRE  
2A RUTHVEN ROAD  
KINGSTON 10**

# **SUCCESSFULLY MANAGING YOUR TIME AND PRIORITIES**

## **PURPOSE**

**To ensure that by “Doing it All” you stay focused and engaged as well as develop self-direction skills to maximize your productivity regardless of distractions.**

Better managing your time will give you a better shot at getting what you want out of your professional life...!!!

In this course, you will become more aware of your priorities and how to meet them, while still completing other required tasks.

## **WHO SHOULD ATTEND**

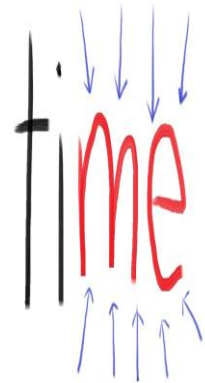
Managers of Business and Human Resources, Coaches, Entrepreneurs, Leaders, Trainers, Mentors, Counsellors and individuals who handle a number of responsibilities requiring positive outcomes, simultaneously.

## **TOPICS TO BE COVERED**

- Becoming proactive in managing your time
- Defining what is urgent and what is important
- Planning, organizing and managing your daily activities
- Staying on course by learning to deal with interruptions
- Anticipating how you will handle demands and requirements
- Dealing with difficult people
- Developing self-confidence and learning how to say no
- Gaining time by delegating what is urgent to enable you to focus on what is important
- Identifying which tasks to delegate and who to delegate to
- Setting realistic goals
- Monitoring your progress to continually improve your effectiveness and your efficiency
- Wrap

## **HOW WILL YOU BENEFIT**

- Clarify your priorities and organize your time accordingly
- Manage the ways you waste time to gain time back
- Set truly attainable goals
- Formulate a request or express a refusal assertively
- Delegate better
- Spend more time on tasks that matter to you and your company
- Increase your responsiveness to internal and external customers and deliver higher quality services
- Empower your team and develop their skills



<b>Registration</b>	<b>8:30 am - 9:00 am</b>
<b>Coffee Break</b>	<b>10:15 am – 10: 30 am</b>
<b>Lunch</b>	<b>12:30 pm – 1:30 pm</b>