

Time Management



ANTIGUA & BARBUDA
EMPLOYERS' FEDERATION
PRESENTS
An Interactive Workshop

At this Workshop you will Learn

- What steals leaders' time? Enemies of good time management:
- Costs that result from poor time management.
- Habits that promote time management.
- Benefits of good time management to employees and employers.
- What's the connection between goal setting and time management?
- Cases analysis and teamwork exercises

Date: Thursday 3rd May, 2018
Venue: ABEF Conference Room
Bryson's Business Complex
Friars Hill Road, St. John's
Time: 1:00 p.m. – 3:00 p.m.
Cost: \$175 members; \$200 non-members

Call 268-462-0247 or 268-462-0449 to enrol

Contact Us: aempfed@candw.ag

Who should attend?

- Existing and potential managers, leaders, supervisors.
- Project managers
- Persons struggling with attendance and punctuality.
- Persons with “headless chicken syndrome”

Register early, space is limited