



**Corporate  
Coach Group**  
*Training that transforms*

**This is to certify that**  
**Adrian Nieves**  
  
**has successfully completed**  
**Time Management Training**

Attended December 2022

**This programme covers:**

- Manage your time to be more productive and less stressed
- Prioritise tasks into their most logical order; maximise efficiency
- Use 8 PART SMART to achieve more in less time
- The most common time management mistakes and how to fix them
- Delegate the right task, to the right person, at the right time
- Beat procrastination and get the best from yourself and others

**Presented by: Mr. Christopher Farmer, Managing Director, Corporate Coach Group**

(6 CPD hours)



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