



**Corporate
Coach Group**
Training that transforms

This is to certify that
Sheina Macbeth
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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