

Confidence, Time Management and Planning for the Future

This workshop will take place 9.30am – 4.30pm

This course will teach you how to build and maintain your confidence; improve your time management habits; establish a healthy work/life balance; and set motivating goals for your career and self development.

The workshop will be interactive and will include a mix of theory, discussion and practice. It will balance core content with bespoke material to meet your needs on the day.

Core content will include:

- recognising your strengths and achievements
- trusting what you do know and identifying areas for development in a positive way
- using feedback as a development tool
- developing a confident 'can do' mindset
- using self-compassion as a practice to build self-confidence
- how to maximise time and minimising worry
- tools and techniques for effective time management, prioritisation and planning for work and study
- establishing a healthy work/life balance
- goal setting for future career and self development

By the end of the workshop you will have a set of tools and techniques to boost your confidence and manage your time and future planning effectively. These can be applied immediately as you manage your return to work and as you proceed through your training programme.

The workshop will be run by Clare Manning, an experienced, coach, supervisor and trainer who has worked with HEE East Midlands for the last 6 years, coaching and delivering workshops for trainees and educational supervisors. She specialises in confidence building, time management, work/life balance and career planning. She has a good understanding of the development needs of trainees, particularly those returning to training and has a strong track record in helping trainees progress. Further details can be found at <http://uk.linkedin.com/in/claremanning>

To book your place please email **add in details** by the **add in date** and state the name of the course

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