

# Personal Productivity



## How do you eat a frog?\*

There are few of us who feel we are excelling at being productive. In a demanding job like insolvency, you might feel overwhelmed by your workload or impending statutory deadlines. Alternatively, you want to learn some new techniques for becoming more productive, and improve your work / life balance.

This half day course concentrates on improving workplace productivity and achieving a better work / life balance. We will introduce a variety of productivity systems, techniques and tips and cover a range of topics including:

- avoiding productivity distractions
- best time to make decisions
- scheduling time for tasks
- goal setting
- managing email
- balancing work and the other things in your life
- building personal resilience into the working week
- saying no

## CPD LEARNING OUTCOMES

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- Understanding different productivity techniques and how to use them in the workplace
- Understanding the reasons for poor productivity
- Creating your own strategy for improving your productivity

## WHO SHOULD ATTEND

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Anyone looking for personal productivity improvements, or who wants to achieve a better work / life balance. This course would work well for teams or businesses and can be run as a bespoke on-site course. Please contact us for details.

## SPEAKER

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### Mark McIntock

Mark has an MBA from the University of Strathclyde and is a Director with MainStreet Consulting, based in Edinburgh. MainStreet help organisations make big decisions on their priorities, services and resources. His interest in this subject was sparked when, as an employee at Ernst & Young, he attended a course on executive burn out. He has subsequently developed his own course based on improving workplace productivity and achieving a better work life balance.

## LOCATION AND DATE

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Glasgow	Thursday 19 April 2018
Edinburgh	Tuesday 6 November 2018

## TIME

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9.30am to 1.00pm

## COST

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**Half day course: £155 + VAT**

50% reduction for third delegate booking (at any value)

\* ““ *If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first.* ”” **Mark Twain**



# Booking Form

## BOOKING CONTACT

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## DELEGATE DETAILS

DELEGATE 1	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Dietary requirements	
Access requirements	
Course Title	Date

DELEGATE 2	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Dietary requirements	
Access requirements	
Course Title	Date

DELEGATE 3	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Dietary requirements	
Access requirements	
Course Title	Date

DELEGATE 4	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Dietary requirements	
Access requirements	
Course Title	Date

Course Title	Date	Number of Delegates	Price per Module (excl. VAT)	Total Net Cost
				Total Net Cost
				Add VAT at 20%
				Gross Total to pay

# ISS Training Courses

## HOW TO BOOK AND PAY

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By email to: [courses@insolvencysupportservices.com](mailto:courses@insolvencysupportservices.com)

Or by post to: ISS Training, Insolvency Support Services, 12 Castle Terrace, Edinburgh EH1 2DP

You can pay online or by BACS using the following details:

Bank: Clydesdale Bank plc  
Bank sort code: 82 - 45 - 05  
Bank account number: 60031559

Or by cheque payable to Insolvency Support Services Limited (which should accompany your booking form). Please write the delegates' names on the rear of your cheque for identification purposes.

## BOOKING CONDITIONS

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Payment is due on booking. If the nominated delegate cannot attend, you may transfer the place to another individual at any point. Please inform us of the change as soon as possible. If you do not wish to transfer your place, you will receive 100% refund if cancelled at least 21 days before the date of each individual module or day's course. If you cancel within 21 days of the course, your fee will not be refunded. Please note that your contract is with Insolvency Support Services Limited trading as ISS Training.

## DATA PROTECTION

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ISS Training will use the information you provide on your booking form, and any additional information you may provide to us in the future, for administering our event. We will not disclose this information to any other person or organisation except in connection with the above purpose. All delegates are provided with a list of co-delegates' names and organisations but no further details.

## REFUNDS AND CANCELLATIONS BY DELEGATE

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Cancellations must be in writing. Please note that no refunds will be given outwith the time limits listed on your booking confirmation. Substitute participants are acceptable at any time and will incur no extra charges.

## COURSE PAPERS

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Course papers will be issued on the day of the course. This documentation is made available only to those attending the course. Course papers may not be reproduced without prior permission from Insolvency Support Services Limited.

## COURSE DATE, PROGRAMME AND FEE CHANGES BY ISS

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If the date or time of a course needs to be changed or the course is cancelled for reasons beyond our control, such as low enrolment numbers, we reserve the right to do so. We will notify delegates in writing of any changes as soon as possible. If a course is cancelled, or rescheduled to a date that the delegate cannot attend, and payment has already been made, the full course fees will be refunded in full.

Our training programme is constantly reviewed and updated and we reserve the right to amend the content, timing and cost of the programme as necessary.