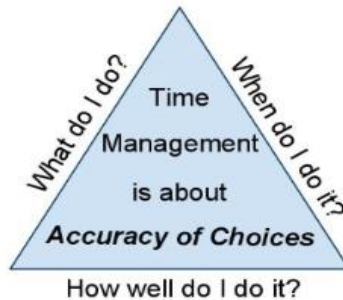


Time Management

Calling all Principals as Leaders, Administrators & Classroom Teachers



This Talk is specifically tailored for School Principals, Administrators, post holders and emergent Leaders with discussion, group work and a chance to collaborate incorporated, covering topics such as:

- **Setting Priorities**
- **Being Visible – Staying in touch**
- **Maintaining *flow* through Systems**
- **Delegating**
- **Using Emotional Intelligence wisely**
- **Valuing a good Secretary**
- **Choosing a Closed or Open-Door policy**
- **Time-saving strategies ... and more**

Facilitator, **Teresa Hand-Campbell, M.Sc.** blends 36 years hands-on experience as Teacher & Principal with her success and extensive expertise as an Occupational Psychologist, a Business, Executive & Personal Coach, Certified Mediator and Registered Occupational Test User 1 & 2 (British Psychological Society) to help you manage your time more effectively and achieve a healthier work-life balance.

BOOKING ESSENTIAL

Venue: Sligo Education Centre
Date & Time: November 27th, 7.00pm
Register Online @ www.ecsligocourses.com