

South West HECA Forum Open Workshop Booking Form

Wednesday 15th June 2005 at
Exeter City Football Club, Exeter

Places at the open meeting are free, but limited to a maximum of 30. Please book your place early to avoid disappointment by:

- Faxing this booking form to 01594 545 361
- Posting this booking form to Mike Brain, Severn Wye Energy Agency, The MEWS, Brook Street, Mitcheldean, Gloucestershire, GL17 0SL
- Email your details to mike@swea.co.uk
- Phone 01594 545367 for bookings and queries

Please book at your earliest opportunity

Name

Position

Company

Address

Phone

Email

Fax

Special Requirements



South West HECA Forum

'Time Management Workshop'

An Open Workshop for:

HECA and Local Agenda 21 Officers

Wednesday 15th June 2005 at

Exeter City Football Club

Sponsored by:

eSWEB
ENERGY

Time Management Workshop

You are invited to join the South West Regional HECA Forum in a workshop focusing on effective Time Management. This event will be led by independent trainer Ailsa Masterton through the Directory for Social Change.

Ailsa has a background in Housing, Community Development, the Arts and Training. She has worked as a manager in local community projects and as the head of the Training Unit at the London Voluntary Service Council. As a consultant she undertakes an interim management role from time to time.

Since 1986 she has been an independent trainer and management development consultant working with a range of voluntary and non-profit agencies and is one of the key trainers with the Directory of Social Change.

Ailsa has a diploma in Community Work, trained in management with the Lex Corporation and in group work with the Institute of Group Analysis. She is undertaking a diploma in Adult and Continuing Learning and is training to be an assessor with the Open College Network.

About The South West HECA Forum

The South West HECA Forum was set up in 1999, with the aim of sharing information and good practice from inside the region, and also to link the independently established county HECA groups with action at a national level.

To meet these aims the group has organised a series of conference style events and training courses. The group also disseminates information from the UK HECA Forum and feeds up issues and concerns raised by the counties to a UK level.

The forum's activities are arranged by a steering group, which consists of local authority representatives from each county in the region and staff from the region's four Local Authority Support Programmes. This SW HECA Forum events has been sponsored by EDF SWEB Energy.

Making the most of Energy Resources Agenda

- 10:30** Coffee and Registration
- 10:45** Welcome
Richard Harper—Chair, SW HECA Forum
- 10.50** A Word from our Sponsor
EDF
- 11.00** Time Management Workshop
Ailsa Masterton
- 11:50** Coffee
- 12:00** Time Management Continued
Ailsa Masterton
- 13:00** Lunch
- 13:45** Time Management Continued
Ailsa Masterton
- 15:15** Chair's Summing up & Close

This workshop will give you an opportunity to assess the way you use your time at work and how to balance your workload and set priorities.

Topics covered will include:

- Good practise in managing time
- Planning and prioritising work
- Dealing with time wasters