

# PERSONAL EFFECTIVENESS - MANAGING YOUR WORKLOAD (Primary and Secondary)



## Who is this programme for?

Leaders, Teachers and Support Staff wanting to understand how to be more effective in the way they work.

## Outcomes

Why is it that despite having the same 24 hours in a day, some people are able to effectively meet heavy workloads, while others struggle or work very long hours?

This session will focus on personal effectiveness and ways of working that will enable you to get more done and have more time at home too (*providing you are prepared to make changes!*) Note: it will not look at school policies or what others might do to reduce the burden on you.

The following will be explored over the two twilight sessions:

- The importance of putting yourself first
- How to take control of your day and reduce the chances of it being taken over by others
- The impact of interruptions and distractions
- 10 simple and practical steps to better manage your workload

## How will my School benefit?

With pressures on school budgets growing, understanding how to increase personal productivity and effectiveness has never been more important. Delegates will have a clear understanding of the causes of poor productivity and how to reverse these to improve performance.

## How will my students benefit?

Delegates will complete more tasks in the time available, including spending time with their students. Research has also demonstrated that children mimic those around them, including their teachers and parents. Delegates will act as role models and have an impact on student productivity too.

## Programme Logistics

**Dates and Times:** 2 x Twilight sessions – TBC (both 4.15pm – 5.45pm)

**Venue:** The Billericay School, School Road, Billericay, CM12 9LH

**Cost: £100 (Billericay TSA Members £90).** For further information on the benefits of being a member please visit <http://www.billericayteachingschoolalliance.com/tsa-membership/>

## Who is delivering the programme?

Mark Solomons has a wealth of experience designing and delivering bespoke training in schools. He is the author of *Building Resilience: 7 Steps to Creating Highly Successful Lives*, Co-founder of the Northern Ireland Wellbeing Academy, involving 17 Secondary and Primary Schools, and founder of the Wellbeing Accelerator for Schools. He trained as a coach with Dr David Hemery CBE, a pioneer of bringing coaching into education, and has worked with Sir John Whitmore, creator of The GROW Coaching Model.

## Contact details

For further information and to make a booking please contact:

Melanie Jones, Billericay TSA Admin E: [mjones@billericayschool.com](mailto:mjones@billericayschool.com) T: 01277 314420

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