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NORTH WEST WALES HEALTH & SAFETY GROUP

Wednesday 7ᵗʰ Nov 2012 – 2pm – 4pm

"TIME MANAGEMENT"

Lisa Fowlie
Health and Safety Adviser, Bangor University

Main Lecture Theatre, Ground Floor, School of Electronic Engineering, Dean Street, Bangor LL57 1UT

THE TALK

This interactive talk aims to give you the skills to constructively look at how you manage your own time in order to improve your ability to manage and use time effectively.

Have you ever wondered:

- What happens to time?
- How time seems to pass by but very little gets done?
- Or why others seem to always have more time than you do?

> Lost time is never found again.
> Benjamin Franklin

If you have, or if you just want to find out what makes us 'tick' then this talk provides an opportunity to look at what we do with 'time' how we spend and /or lose time and outlines how making small changes can provide us with a better balance and use of our days, weeks months and years.

By looking and controlling 'time thieves' we hope to be able to encourage you to develop at least one (and hopefully more!) good time management practices.

> People who cannot find time for recreation are obliged sooner or later to find time for illness.
> John Wanamaker

OBJECTIVES:

As a result of attending this workshop you will be able to:

- Spot time wasting traps
- Work smarter through planning and prioritising
- Deal more effectively with paperwork and e mails
- Make good use of diaries and improve organisational skills
- Make better use of time when dealing with others
- Identify own 'issues' and areas of concern and develop an action plan for improvement

THE SPEAKER

Lisa Fowlie is the Health and Safety Adviser for Bangor University. She has over 30 years experience within the field of health and safety and has a keen interest in developing effective communications and delivering engaging training through interactive methods and techniques.

Lisa is also actively engaged in health and safety outside the University role, being a current member of the Board of Trustees, Chair of the Risk Management and Audit Committee and a Past President of IOSH.

Refreshments will be provided from 2.00pm.
Talk starts at 2.15pm.

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VENUE

The Main Lecture Theatre is on the ground floor of Bangor University's School of Electronic Engineering Building *(this building may also be referred to as 'Informatics'),* which is located on Dean Street in Bangor LL57 1UT. The Lecture room is accessible via the main entrance and then follow the directional signs on display.

The University is signposted from the A5/55 Expressway. A location map for the School of Electronic Engineering building can be found at: http://www.bangor.ac.uk/tour/LocationMap.pdf   position 74.
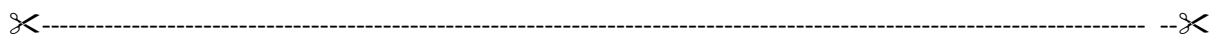
CAR PARKING

Please be aware that you can access the University Dean Street Car Park by entering the following PIN number: **5526** at the Barrier. This **PIN number** will only work for this Car Park and only on the afternoon of the Talk and should not be disclosed / displayed to other people.

Coming from Garth Road onto Dean Street, the entrance to the Car park is the second access road (unmarked – enters into University premises) on the left opposite the new NCP car park.

Please ensure you park within designated car parking spaces and display your Permit. The Car Parking Permit is printed at the bottom of this Flyer and must be displayed in the front windscreen. The University operates strict *Parking Regulations* and your vehicle may be towed-away immediately if blocking access or pedestrian routes or otherwise causing a health and safety hazard. Vehicles parked without a valid Permit may be immobilized and a cost is associated with its release.

FURTHER INFORMATION

For further Information on the Group please contact 'Health and Safety Services', Bangor University, Penbre, College Road, Bangor, LL572DG Tel 01248 383847, email: lisa.fowlie@bangor.ac.uk or gareth.w.jones@bangor.ac.uk or visit the Website at http://hsgroup.bangor.ac.uk

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CAR PARKING PERMIT

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DYDDIADAU/DATES: 7/11/2012

A warm welcome is extended to all Members and non-members with an interest in this subject.

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