

Ready 2 Train

Time Management 1



Introduction

[Introduction and contents](#)

Workbook

[Workbook for participants](#)

Other Documents

[Time log samples](#)

[Self analysis exercise](#)

[Diagnosis Chart](#)

Trainer's Material

[Trainer's overview timetable](#)

[Trainer's detailed timetable](#)

[Practical activities](#)

[Workshop evaluation](#)

Visuals

[List and tips](#)

[PowerPoint guidance notes](#)

[PowerPoint visuals \(blue\), \(black\)](#)

[PowerPoint Show \(if no ppt facility\)](#)

[Visuals to print as transparencies](#)

To Set Up Your Training Workshop

[Welcome letter sample](#)

[Outline programme](#)

[Preparation discussion and agreement](#)

[Trainer administration resources](#)

[Preparation work sample](#)