

learning
equals
development

EQV Course Outline



■ Time Management for Sales People

■ 1 Day

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Time Management for Sales People (1 Day)

Business Benefit

Sales are the life blood of most companies but the cost of running a sales force can be considerable. One of the best ways of maximising its profitability is to ensure that all sales people can effectively manage their time. This course sets out to give sales people the knowledge and skills to make the best use of their time which will give them greater job satisfaction as well as increasing their profitability.

Who Should Attend?

Any sales person, account manager or representative who needs to fine tune their time management skills.

Learning Objectives

*By the end of this course
you will be able to...*

- Describe the priority tasks of selling and the true value of time
- Demonstrate methods for dealing with 'time stealers'
- Understand the importance of scheduling key tasks and the correct use of 'to do lists'
- Describe the benefits of forward planning
- Delegate effectively to optimise the use of your own time
- Effectively manage the time spent on external and internal meetings
- Create a personal implementation plan

Course Content

- What are the key activities of selling?
- Why is time management so important?
- The classic 'stealers of time'
- Effective forward planning
- Using your diary as a 'to do list'
- The golden rules of delegation
- Managing meetings
- Creating a post course action plan

You may also be interested in

Account Management, Negotiation Skills, Upselling

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

2011
Jul 19
Aug 16
Sep 16
Oct 18
Nov 11
Dec 12

2012
Jan 13
Feb 13
Mar 13
Apr 16
May 15
Jun 18
Jul 16
Aug 13
Sep 09
Oct 29
Nov 29

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

"Learnt some great skills to use, will definitely be sending my team on this course"

"A very good and competent tutor"

"Knowledgeable and very good realistic examples"

