

Managing Work Priorities

Learning how to manage work priorities is an effective and practical way to increase productivity and motivation. There is a lot of evidence that show that people work longer and harder today than ever before.

Our ability to effectively manage our time and work priorities is becoming a significant challenge.

This course provides practical solutions to improve both the skills, and knowledge required to manage work priorities.

DURATION: 1 day

FACILITATOR: Phillip Connell B Bus (HRD), Ass Dip Bus (HRD), Grad Dip Bus (Mngt), Cert IV Assessment and Workplace Training. Along with qualifications in HR, training, and business management, Phillip has over the past 16 years, workplace experience, and has consulted to many diverse industries, including state & local government, mining, manufacturing and service industries.

PREREQUISITES: Nil

COURSE OUTLINE (see over for complete outline)

- Self management skills (and organisational techniques),
- Time management strategies,
- People skills and working in a team,
- Work environment management,
- Goal setting and planning,
- Goal and task management – importance of goal revision,
- Prioritising, and
- Decision making – considerations and impact.

WHO SHOULD ATTEND THE COURSE?

Staff required to provide services and information to internal and external customers.

HOW TO REGISITER?

Please complete a Local Government Training Institute registration form at <http://www.lgti.com.au> and submit online; or you can fax to Local Government Training Institute on (02) 4966 0655.

ENQUIRIES

Course enquiries may be directed to the Business Development Team on (02) 4922 2333.

Local Government Training Institute

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Learning Outcomes

At the end of this course participants will be able to:

- Identify how time is used at work,
- Identify the effects of external and internal influences on work priorities,
- Develop strategies to plan and set priorities,
- Identify obstacles that prohibit accomplishment of work,
- Develop strategies to deal with disruptions, and
- Develop a “Personal Action Plan”

Topics Covered

<p>1. Self management skills</p> <p>Self Organisation</p> <ul style="list-style-type: none"> • Diary system • Set priorities • Be efficient in your paper handling • Try and do one thing at a time, and keep track of how long it takes • Make time for administration • Be aware of your self-talk • Set Limits <p>Behaviour and Attitudes</p> <ul style="list-style-type: none"> • Walk a mile in the other person's shoes • Behavioural Styles Questionnaire (DISC) <p>2. People skills and working in a team</p> <ul style="list-style-type: none"> • Belbin's Team Roles Questionnaire 	<p>3. Goal setting and planning</p> <ul style="list-style-type: none"> • The importance of goals • Success or failure—the choice is yours • Move beyond your comfort zone • How to set goals that produce results <p>Prioritising</p> <p>Hints on achieving your goals</p> <p>Don't be a perfectionist</p> <p>Learn to say no</p> <p>4. Time management strategies</p> <p>Misconceptions regarding time management</p> <ul style="list-style-type: none"> • The Pareto principle • Common Time Thieves • Stop working harder, and start working smarter • Time Management Guidelines <p>5. Develop a “Personal Action Plan”</p>
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