

Manage Work Priorities

A 1 day course developed by the Australian Institute of Management and facilitated by Charles Darwin University.

COURSE INFORMATION

This course looks at how people manage the tension between time and work priorities and at the same time ensure they have enough capacity in their working life to continue their personal development journey. Participants will acquire the skills to set goals and priorities, cope with conflicting priorities and time pressures and purposefully plan their future development needs.

This course is designed for anyone wanting to acquire a better understanding of managing work priorities and personal development needs and the skills required to do this more effectively.

LEARNING OUTCOMES

Participants who complete this course should be able to:

- Plan and prioritise work tasks
- Form and achieve goals
- Apply time management techniques
- Develop and maintain professional competence

COURSE CONTENT

This course covers the following areas:

- The alignment between organisational, team and personal goals
- Establishing personal work goals
- Maintaining professional competence
- The benefits of networking for professional development
- Planning and monitoring work performance
- The tension between task and time
- Time management techniques
- Coping with conflicting priorities

FOR MORE INFORMATION CONTACT

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