

CDU delivering AIM Professional Short Courses

Managing Work Priorities

We all agree that the increased pace of life in the workplace and home is placing mounting pressure on workers. To thrive in this environment of rapid change and conflicting priorities, recognising the choices and opportunities that change brings, often requires a change of attitude and thinking patterns.

This two day practical program aims to equip the participants with the skills to manage their own work priorities and plan professional development in the current workplace environment. From this platform they can then coach their team members in time management and guide their individual professional development.

The program will provide participants with opportunities to practice improving their own time management, organisational and goal setting skills in a climate of change. In addition participants will participate in a coaching session.

Designed for

Managers, supervisors and team leaders, professional and technical staff who need to manage their own performance and take responsibility for their professional development or that of their team members.

Learning Outcomes

- Match personal goals with organisational goals
- Establish personal work goals
- Set and meet own work priorities
- Plan and monitor work schedule and work performance
- Develop, coordinate and maintain professional development

Course Content

- Personal values and organisation values
- Time management techniques
- Stress management
- Understanding professional development needs
- Planning and implementing professional development
- Coaching team members

Course Duration: 2 days