



Australian
Institute of
Management

CDU Short Courses

WORK PRIORITIES

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

This course provides you with practical tools and techniques to set meaningful goals and realistic plans to achieve them. It shows you how to manage pressures, organise work commitments and improve your productivity.

THIS COURSE IS RIGHT FOR YOU:

If you want to regain control and more effectively manage competing demands in the workplace.

YOUR EMPLOYER WILL BENEFIT BECAUSE:

You'll be able to set goals, manage outputs and deliver timely results.

LEARNING OUTCOMES:

- Set personal and work goals
- Plan for and execute priorities
- Apply time and task management techniques
- Develop and maintain professional competence

FOR MORE INFORMATION CONTACT

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