

GAINING CONTROL OF YOUR WORKLOAD

Learn how to overcome and manage your workload, as well as to develop strategies to improve decision making, prioritisation and time management.

Content

- Analysing your self-management and time management approaches and techniques.
- The Pareto Principle – the 80:20 rule.
- Identifying your strengths and weaknesses.
- Urgency addiction.
- Exploring a range of tools and techniques aimed at maximising these skills and developing a personalised action plan to help you take the next step in your development.

Outcomes

- Gain control of your workload; learn how to handle more with less stress.
- Analyse and evaluate how you spend your time and your time management skills.
- Explore effective and ineffective time management practices.
- Improve decision making, prioritisation, procrastination and time wasting.

Who Should Attend

Any public sector employee who has challenging workloads, who is doing more with less and struggling to meet deadlines and manage time effectively.

Benefits to You and Your Organisation

Enhance productivity and reduce the level of stress due to your workload.

Competency Framework

First Line Manager Core (ASO3-ASO5)
Middle Manager Core (ASO5-ASO8)

Facilitator

Maree Upton

Contact

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08 8212 7555

Duration

1 full day
9:00am-4:30pm
8:45am registration

Dates & Bookings

[Please refer here](#)

Location

Level 6, 12 Pirie Street
Adelaide SA 5000

Inclusions

Workbook, morning tea, lunch and refreshments

Costs

Professional Members \$460
State Gov Members \$495
Corporate Members \$505
Non-Member \$575

