

Managing Workloads

Overview

When a teams' workload is unbalanced, frustration, dissatisfaction, stress and team conflicts can result, as well as reduced efficiency. To prevent these issues, new managers need the "know how" and techniques for monitoring their own workload and that of team members, including assessing the situation thoroughly and involving the team in helping to determine the best adjustments. Particular emphasis in this one-day workshop is on setting and meeting priorities, allocating work effectively and using a range of skills to resolve problems and make sound decisions whilst juggling work and life balance.

Content

Topics to be covered include:

- Workflow management
- Problem solving
- Decision making
- Work-life balance

Outcomes

Participants have the opportunity to:

- Understand how to manage workloads
- Develop skills in analysis and decision making
- Access workload management tools and techniques
- Develop confidence as managers

Who should attend?

- People coming to grips with leading a team and managing others for the first time
- Team leaders who have been a team member and are now the team leader

Benefits to you

- Focussing on getting balance between expectations and reality
- Networking with people in similar roles in the SA public sector
- Expert input, skills development and access to strategies, tools and tips

Benefits to your organisation

- Better identification and management of work priorities
- Increased problem solving skills
- Improved management confidence

This course is a part of the ***New and Emerging Managers Series***. You can register for the entire series (4 sessions) and receive a 15% discount or register for individual sessions that meet your needs.

Theme	Strategic and Technical Leadership	
Competency Framework Level	First Line Manager Common (ASO3 –ASO5) Middle Manager Core (ASO5- ASO6)	
Duration	1 Full Day, 9:00am–4:30pm (8:45am registration)	
Inclusions	Comprehensive workbook, Morning Tea, Afternoon Tea, Lunch & Refreshments	
Facilitator	The Centre for People Development	
Location	Level 6, 12 Pirie Street, Adelaide	
Price	Professional Member	\$460
	State Government Employee	\$495
	Corporate Member	\$505
	Non-member	\$575

2016 Dates
<u>Tuesday, 11 April</u>
<u>Friday, 2 June</u>

