



# MANAGING WORKLOADS

Learn how to manage your workload in this intensive workshop. You will gain the skills to balance expectations and reality whilst also gaining the tools to identify and manage work priorities.

## Content

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

## Outcomes

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

## Who Should Attend

People who are coming to grips with leading a team and managing others for the first time, as well as new team leaders.

## Benefits to You and Your Organisation

- Focusing 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.
- Better identification and management of work priorities .

## Competency Framework

Middle Manager Common (AS03-AS05)  
Middle Manager Core (AS05-AS06)

## Facilitator

Centre for People Development

## Register

[www.sa.ipaa.org.au](http://www.sa.ipaa.org.au)  
[enquiries@sa.ipaa.org.au](mailto:enquiries@sa.ipaa.org.au)  
08 8212 7555

## Duration

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

## Dates & Bookings

See [IPAA SA website](#)

## 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

This course is part of the New and Emerging Manager series. Register for the full program to receive a 15% discount.