

Gaining Control of Your Workload

Overview

Managing yourself and your time presents real challenges, whether you are new to a role or have been in a role for some time. This is even more challenging in the changing times that the public sector is facing. Being proactive and actively taking control of your time management will allow you to focus your efforts, deal more effectively with your workload and minimise your stress levels, and quite simply – *get the job done!*

Competency Framework:

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

Facilitator:

Maree Upton

Duration:

1 full day
9:00am – 4:30pm
(8:45am registration)

Dates:

Please refer [here](#).

Location:

Level 6, 12 Pirie Street
Adelaide SA 5000

Inclusions:

Comprehensive
workbook, morning tea,
afternoon tea
and refreshments.

Cost:

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

Contact:

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Content

Topics to be covered include:

- 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

By the end of this course you will be able to:

- 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

- Apply techniques that will help you work more effectively.
- Reduce your stress levels and the impact of work-life balance
- Allow you to think outside the square.
- Have more productive employees.
- Reduce work related stress as employees take more “control” over how they work.
- Apply tip and hints to share in the workplace.

Testimonial:

“The presenter and her energy which kept me going for the whole day and the materials given were very useful and insightful.” – 30 June 2016