

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.

Competency Framework:

First Line Manager Common
(ASO3 - ASO5)

Middle Manager Core
(ASO5 - ASO6)

Facilitator:

Centre for People
Development

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, lunch
and refreshments.

Cost: (Individual Session)

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

Contact:

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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 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.

Pathways:

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