

Professional Development Program

A practical program of short course tailored for public sector employees and designed to broaden skills and increase confidence and effectiveness.

Self Management/Time Management

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 organisations are going through. Being proactive and actively taking control of your self-management and time management allows you to focus your efforts and deal more effectively with your workload and minimise your stress levels.

Content

Topics to be covered include:

- Analyse your self-management and time management approaches and techniques.
- Identifying your strengths and weaknesses.
- Explore a range of tools and techniques aimed at maximising these skills and develop a personalised action plan to help you take the next step in your development.

Learning Outcomes

Participants will be able to:

- Analyse and evaluate how you spend your time and your time-management skills.
- Explore the worse and best time management practices.
- Learn tips and techniques to improve your decision making and prioritisation.

- Know what self management is and assess your self - management competencies.
- Understand the role of Emotional Intelligence in self management and know how to further develop your EI.
- Know your level of emotional resilience and identify your focus for managing stress.
- Develop an action plan personalised to your own learning needs.

Related Courses

- Political and Organisational Savvy
- Managing Conflict
- Leading and Developing Teams

Who Should Attend?

This course will greatly benefit supervisors, team leaders or managers (new or existing) who wish to learn how prioritise their time and energy more effectively

Pre-requisites or assumptions

Participants will be provided with a time log which they will need to complete and bring with them to the workshop.

Course Facilitator

Lynne Dodd, VLee HRM Consulting

About IPAA

The Institute of Public Administration Australia (IPAA) is the professional association for employees within the public sector.

IPAA's vision is to be a valued partner in a vibrant South Australian public sector with a mission to influence and build the capability of individuals and agencies in the public sector which contributes to the prosperity of South Australia.

Participants Comments

"I left empowered with tools & motivation."

"The presenter stimulated interest and was engaging with the audience."

Course Basics

One day workshop

Tuesday 23 March 2010

8.30am Registration

4.30pm Conclusion

Includes morning/afternoon tea and lunch

Venue: IPAA Training Room

Level 6, 12 Pirie St Adelaide

Fees (including GST):

Individual Member cost: \$377

Corporate Member cost: \$418

Non-Member: \$483