An organization’s success relies on everyone getting their jobs done and on time. Many are able to meet daily challenges and complete their assigned tasks and projects. However, there are some who have difficulty getting things done because of conflicting priorities, the task’s scope changes, or they might be prone to procrastination. They might also be unaware of all the resources available to them and how to utilize them effectively.

This course helps associates develop the skills they need to use time and manage resources more effectively so they are able to make stronger contributions to the organization. Using the tips, techniques, and tools in this course will also help learners complete projects successfully by anticipating obstacles and devising a plan to address them.

DO YOU FACE ANY OF THESE ISSUES?
- Do associates lose focus and fail to get their work done on time?
- Are projects managed ineffectively and important deadlines missed?
- Do associates know what resources they need and how to acquire them?

PERFORMANCE OBJECTIVES
Helps associates:
- Ensure that they are focused on critical activities.
- Make the best use of available resources.
- Manage projects efficiently and productively.
- Meet schedule milestones and complete assignments on time.
- Identify potential risks to their work plans and develop contingency plans.

PRIMARY COMPETENCY DEVELOPED
- Managing Work
- Planning and Organizing

SECONDARY COMPETENCY DEVELOPED
- Decision Making

VIDEO SEGMENT SUMMARY
- A team member talks with his leader about his problems with getting his work done.
- An associate uses an ineffective approach in seeking support from a colleague.
- A video montage shows the impact of workplace interruptions.
- A manager’s disorganization affects his ability to respond to a team member.

COURSE DETAILS
- Target audience: All employees through frontline leaders.
- State-Fundable: Yes (with classroom add-on option)
- Course length: Variable (contact Employers Group)
- Facilitator Certification: No.
- Prerequisites: None.
- Series: Suitable for all environments.
- Optimal Group Size: 1 or more
- Course Prep: No.
- Notes: Designed as 2-3 hours of self-study, this course may include instructor-led facilitation highlighting important concepts, applying content to the job, and accessing the many resources available. Trainees would need to take self-study portion first.

OTHER COURSES TO CONSIDER
- Accelerating Business Decisions
- Executing Strategy at the Front Line
- Making High-Quality Decisions