

# MentorTraining

Corporate computer and soft skills training  
*Serving the Bay Area since 1987*

## **Time Management**

### ***Productivity Series***

#### **Description:**

Time is money, the adage goes, and lots of it gets lost in disorganization and disruption. Get a grip on your office space, organize your work flow, learn how use your planner effectively, say no without guilt, and delegate some of your work to other people.

This one-day workshop helps you organize and prioritize for greater workplace efficiency. The workshop is full of ideas for organizing your work area and your paperwork and working on the “right” things.

Get out of your mental rut. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life.

**Course Length:** One day

#### **Course Objectives:**

At the conclusion of this training program, participants will be expected to:

Better organize their workspace and their paper for peak efficiency

Understand the importance of setting goals and developing strategies for achieving them

Understand the importance of prioritizing work in order to meet deadlines

Take control of those things that would derail workplace productivity

#### **Pre-Workshop Assignment:**

Participants will be asked to (1) discuss the workshop with their manager, to make certain they will have time at conclusion of the workshop to discuss priorities and organize their workspace. They will also be asked to (2) complete a workload analysis and (3) identify a buddy who will support them as they make the changes required to work more efficiently.

#### **Course Outline:**

##### **Introductions, Learning Objectives and Agenda**

##### **Discussion of Pre-workshop Assignment**

##### **Developing a Personal Productivity Philosophy**

Identifying productivity pay-offs

Working on the right things

Setting SMART action goals

Taking responsibility to make sure plans get implemented

##### **Organizing Your Work Area and Your Paperwork**

Organizing your work area

Organizing your filing system and keeping it organized

Handling reading and mail

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## **Working Effectively with Technology**

Computer files  
Electronic email

## **Managing Projects**

What is a “project”?  
Setting project goals  
Determining “Milestones”  
Developing “Project Action Plans”  
Budgeting time and financial costs

## **Effective Use of Meeting Time**

When you chair a meeting  
When you attend a meeting  
The follow up to a meeting  
Alternatives to meetings and how to use them

## **Removing Obstacles**

Dealing with interruptions  
Dealing with the telephone  
Dealing with your supervisor/manager  
The need for change and self-discipline  
Measuring progress

## **Review and Action Plan**

### **Evaluation**

### **Post-Workshop follow-up:**

Participants will be asked to complete an impact evaluation, six weeks after the conclusion of the program, to determine whether they feel the training was valuable to them and whether they were able to use the concepts discussed when they were back in the workplace.

## **Methodology**

Instructors understand and use up-to-date training techniques and a variety of training methods, including lecturates, group discussions, case studies, problem solving exercises, and visual aids, to give all participants the best opportunities for learning.

Participants' handbooks will note key points, accommodate handouts, and provide space for individual learning. These workbooks will serve as a reference for individuals upon completion of this course.

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## **About the Instructor:**

The instructor for this course has extensive experience as a trainer, cross-cultural facilitator and coach in a variety of organizations in both the U.S. and abroad. Whatever the topic participants leave her workshops energized, taking with them new skills that they can apply immediately both to their workplace and their lives. In addition to delivering trainings, she also consults as an organizational development & training specialist. She has experience living and working in North America, Asia, Africa, the Middle East, and the Caucasus. Marjorie is a certified coach and holds a Masters degree in International and Intercultural Management.