

Workload Management – Feel empowered and motivated to lead efficient and successful teams

How to employ a range of tools and techniques to successfully juggle a demanding workload.

More and more people struggle with demanding workloads that can lead to stress and the loss of a healthy work-life balance. For many the increasing pressures of educational accountability have further blurred the lines between home and work.

Course Outline

This workshop helps participants to address these challenges by sharing a range of proven and practical tools and techniques. As a result delegates will be able to make significant and beneficial changes, working smarter, becoming more productive and enjoying a greater sense of well-being.

By the end of this session delegates will be able to:

- Appreciate the features of good and bad practice in managing time
- Utilise a wide array of practical tools and techniques to work smarter and save time, increasing productivity and establishing a healthy work-life balance. These include managing interruptions, making effective use of technology and creation of long term aims.