

Course Description

Maximizing Time, Energy, and Focus AMS1036

14 Professional Development Units
14 Education Hours



Overview

In order for the manager of large project-program efforts to stay “out in front” of the day-to-day issues along with sourcing and managing long term strategic decisions, they must be “playing a different game” with accountability, personal responsibility, focus and attention...and how these elements occur within time. This 2 day course takes an insightful and innovative look at the subject of personal efficiency and results orientation. During the course, participants will inventory their habits around basic time management and be introduced to topics that will spur thought and reflection on behavioral patterns and personal productivity behaviors.

Learning Objectives

- Can Time be Managed?
- Our Relationship with Time
- Personal Inventory of Time Related Patterns
- Working Effectively in an Interruptive Environment
- Our Focus Creates our Reality
- Accountability: Thinking and Speaking for Results

Format

This course is highly interactive and how-to oriented. Discussion of concepts and principles is followed by hands-on exercises. The emphasis is on the practical application and adaptation of selected tools and processes.

Duration

2 days

Delivery Options

Who Should Attend

Program managers, project managers and program/project team personnel.