

## ***Managing Priorities, Projects, & Deadlines*** **8 Hrs**

### **Online, Instructor-Led, “Virtual Classroom” Via Zoom**

**Overview:** This course will provide participants with a practical framework for understanding and applying best priority and time management strategies to increase productivity effectiveness. The course will also provide participants with the skills to organize resources and manage deadlines. Participants will learn valuable techniques for responding effectively to time stressors and remaining composed and resilient even in the most challenging situations.

**Who Should Attend:** This course is ideal for business professionals who want to better manage their time stressors and create a more productive and positive outcome.

#### **Benefits:**

- Set and accomplish goals
- Manage multiple priorities and establish realistic boundaries
- Recognize and manage the biggest time-wasters
- Improve concentration and efficiency
- End indecision and procrastination habits

#### **Training topics to include:**

- Explain how to prioritize your time using a time matrix system
- Describe how to facilitate productive meetings with high employee engagement
- Describe techniques for combating procrastination
- Describe best practices for managing paperwork, e-mails, voice mails, and interruptions
- Determine your productivity and organization styles to create custom-fit sustainable work solutions

**ETI Instructor:** Dr. Barbara Sweet is President/CEO of Learning Transfer Institute, a consulting, training and coaching firm focused on helping organizations create more positive, respective, and inclusive workplaces. She is an accomplished speaker and author with over 20 years of HR executive experience.

**Employment Training Panel (ETP) Cost: \$100.00 per employee\***

**Non-ETP COST: \$290.00**

#### **WHEN:**

**Mondays  
October 5 AND October 12  
5:00 pm – 9:00 pm**

#### **WHERE:**

**Online, Remote,  
“Virtual Classroom,”  
Via Zoom**

**For more information or to register, please contact:**

**Jocey Hogan, ETI Program Coordinator at 661.362.5657 or [jocey.hogan@canyons.edu](mailto:jocey.hogan@canyons.edu)**

\*For employees of eligible employers. Employees are not considered registered until all paperwork is received, a \$100 administration fee, per participant, has been paid to the Santa Clarita Community College District and the Employment Training Panel has determined eligibility. State subsidy is contingent upon the trainee completing all the Employment Training panel requirements. Please contact the Employee Training Institute, 661.362.5657, for details on eligibility requirements.