

MANAGING YOUR TIME, ENERGY AND PRIORITIES

WORK SMARTER, NOT HARDER!

SHORT PROGRAMS

MANAGING YOUR TIME, ENERGY AND PRIORITIES

Manage your time and energy better at work, target your time wasters and prioritise what's important.

Program date /

Friday 6 September 2019 – 9am to 4pm

Location /

@313 - Level 1, 313 Payneham Road, Royston Park

Who should attend / Officers at all levels**Investment /**

Member \$420 + GST = \$462.00

Non - Member \$525 + GST = \$577.50

Register online /

www.lgprofessionalssa.org.au/event-3494338

Registrations close / Friday 23 August 2019**Overview**

This one-day workshop will provide you with the knowledge and skills to improve your time management approach to your daily and weekly workload—work smarter, not harder!

You'll dive into issues that are preventing you from reaching optimum effectiveness and develop a range of techniques and strategies to better manage your time and get more out of your day.

Key Learnings

During this program, you will cover the following:

- ∴ Personal Time Management
 - Defining efficiency and effectiveness
 - Targeting the time wasters
 - Identifying your approach to interruptions
- ∴ Prioritising Your Work
 - Identifying and being realistic about your energy cycle
 - Planning the things that are important
 - Working with a system
- ∴ Time Management Matrix
 - Identifying your responsibilities
 - Urgent vs important
 - Fitting the matrix
- ∴ Action Planning
 - Identifying areas for change
 - Minimising the crises with planning and preparation
 - Improving job satisfaction



SHORT PROGRAMS

MANAGING YOUR TIME, ENERGY AND PRIORITIES



Program Facilitator

Catherine Logue

Catherine is the Principal and owner of The Training for Learning Company, which has been in operation since 1995. She has been developing and conducting training in the corporate sector for 28 years. Catherine is a well-recognised and sought-after educator.

Her qualifications in Training and Development and Business provide a balanced and innovative approach to training. She holds a Graduate Certificate in Education, Diploma of Business Administration, Diploma of Business, Diploma of Training Design and Development and a Diploma of Vocational Education and Training.

Her background in retailing, as a buyer and partnership in photo retail is testament to her belief in service as the competitive edge in business. Her sessions on business skills have seen her present to business groups around Australia and the United States. She has presented at IPIC in Las Vegas on topics Managing Your Business Approach and Growing Your Staff Team.

Catherine has served on the Board of Australian Institute of Training and Development for 11 years and has handled the prestigious role of National President for 4 years. As an educator, Catherine has presented workshops nationally and throughout the USA, Canada, Norway and New Zealand for business groups and leadership programs for Rotary International.

She has published several training texts as well as many business training manuals for industry. She has developed a range of practical resources for engaging the participants in training. Catherine launched a new division of Teaching Tools in 2017. This division offers resources to other trainers and facilitators utilising her tried and tested tools in her creative approach to education.

About Local Government Professionals Australia, SA

Local Government Professionals Australia, SA is a not-for-profit member based association representing professionals working in local government in South Australia. We have the ability to link and connect people from different councils who may not otherwise form relationships or share with each other. Our high quality professional development programs and networking events are uniquely local government – reflective of the culture of the sector and sensitive to the needs of its professionals. The content of our events and programs are informed by our members and people who genuinely care about the sector. We provide a safe and supportive environment in which to grow and learn while creating opportunities to make time away from the office to work on the business or on self. We award and acknowledge achievements of excellence.

Developed by the sector, for the sector

All proceeds from our programs are directly reinvested to further develop the local government sector through continued support of professional networks, events and learning and development initiatives for local government professionals.



More Information

All program queries can be directed to **Kate Staples**, Manager Professional Development and Networks at kate@lgprofessionalssa.org.au or **(08) 8291 7996**.

This program is open to registrations from LG Professionals, SA members, council employees and employees of regional subsidiaries.

A cancellation policy applies. Please view at: www.lgprofessionalssa.org.au/about-us