

BEATEN BY ADMIN



UNBURDENING THE WEIGHT OF ADMIN...

Imagine you're in a little tinny boat. Then on the horizon you spot another boat. As this boat comes closer it looms larger and larger. You rev your engine and you manage to get out of the way of a large luxury liner. You bounce around very uncomfortably in the water and then you see another liner coming. In fact there's a flotilla of never ending liners coming.

Now think of yourself at work. Think of all the admin pressure that you're under. You are just about keeping your head above water and there's admin responsibilities looming large on the horizon.

"I'll be home late, I need to catch up on some paperwork"

Familiar Phone Call Worldwide

KEY LEARNING OUTCOMES

At the conclusion of the course participants will be able to:

- ♦ take stock - are you likely to be busier this time next year?
- ♦ learn to speed read to stay on top of correspondence
- ♦ discover a proven method of reducing the length of meetings
- ♦ reduce the size of regular reports
- ♦ plan and prioritise your workload
- ♦ declutter your workplace
- ♦ discuss the monkey on the back Harvard Business Review perspective
- ♦ lessen the amount of emails that you receive
- ♦ use a diary to keep track of promises and deadlines
- ♦ discuss capacity management techniques
- ♦ learn how to say "NO" and not get into trouble
- ♦ conduct an appreciative inquiry to identify a seamless day

NUTS AND BOLTS

Would you like to attend this program?

For maximum effectiveness, this program is best conducted as an in-house program.

Venue: For your convenience, you can choose to conduct this program at your workplace. Alternatively, we can provide a training venue at a small additional cost.

Duration: Each course can be tailored to your timeframes.

Target Audience: Managers and staff

Look at what you receive within 24 hours at no cost:

- ♦ an obligation free proposal
- ♦ a program outline
- ♦ a bio of a proposed trainer
- ♦ training cost
- ♦ possible training dates (if requested)



PREFERRED TRAINING
NETWORKS

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