

work priorities

- personal effectiveness

fmi course number: FM01

Duration
1 day

.....course overview

There is an increasing demand on people to improve performance in the workplace, but working hard and being effective are two entirely different things.

This practical hands-on course gives strategies and techniques for personal work management and professional development. It covers setting realistic goals, managing your own performance and maintaining a balance between your work and personal life. It provides techniques to focus your efforts, attention and energy on activities and behaviours that will help reach work goals.

It also provides approaches to plan your own professional development.



.....key content

- Setting realistic work goals
- Work values and personal values
- Determining own and organisation's priorities
- Working effectively
- Planning in the workplace
- Managing your time
- Balancing work and life and surviving stress
- Evaluating your own performance
- Planning your own professional development

.....what objectives can I achieve?

1. Plan and complete personal work goals
2. Organise own work priorities and schedules
3. Develop and maintain professional competence

Who this course is useful for

All managers working at frontline level from team leaders, supervisors, frontline managers, unit or section managers, customer service or sales managers, divisional unit managers. All other people who would benefit from an increased ability to meet the outcomes of this course as part of their role at work.



Client Feedback

"I got a lot out of this course" – T. Gowland – Weyerhaeuser

Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

Assessment

Assessment for this course is optional. This course can be linked to competency unit *BSBWOR404A Develop Work Priorities* (assessed at Certificate IV level) or *BSBWOR501A Manage Personal Work Priorities and Professional Development* (assessed at Diploma level)
Please contact us for further details

Dates and locations

Course Dates: Sydney
For dates please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Time: 9am to 4.45pm

Location is close to Sydney CBD. You will be advised of the exact location by email one week prior to commencement.

Fees

For fees please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course.

Booking

To book, phone +612 9660 0199

Email fmi to find out how we can help you:
fmi@frontlinemanagementinstitute.com.au

Contact frontline management institute

Email: fmi@frontlinemanagementinstitute.com.au

Web: www.frontlinemanagementinstitute.com.au

Phone +612 9660 0199

Location & Post
Frontline Management Institute
459 Harris St
Ultimo NSW 2007
Australia