Managing Priorities

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When your opportunities exceed your resources, you have to decide what you can do and what you can’t do given your current constraints. By uncovering what you need to do and what you must put off until later, you will begin to take control over your work. Join us for a fast-paced workshop designed to make your work life easier!

Who Should Attend:

- New or seasoned supervisors
- Administrative staff who keep the office running
- Business owners
- Anyone who must delegate work to others
- Employees who must multi-task during the day

Benefits:

- Become more systematic in your approach to work
- Prioritize more effectively to produce more results
- Get more done every day
- Maximize your time potential and get your priorities in the right order

Course Content:

- Identify & manage your work priorities
- Increase overall production
- Build strong work relationships
- Coordinate and negotiate responsibilities
- Get more done with less stress

Instructor Background:

Loretta Thompson holds an MBA from CSU Sacramento. She has been teaching and training for over 20 years. Ms. Thompson has identified management and employee training needs through needs assessments. She designs, develops and delivers employee training programs and manuals for all size companies.
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Class Schedule:
Day/Date: Friday, August 10, 2007
Time: 9:00 am – 12:00 pm
Location: Gavilan College, APE 120
Price: $79
Registration: Go to our website www.gavilan.edu/conted, click on Professional Development Institute, then on Leadership Development to find your class and follow the links, email conted@gavilan.edu, or call 408-847-2514, Ext 2 or 3.

Other Friday Summer Series Workshops:

- Communication & Leadership Roles for Supervisors Friday, July 13
- Quick and Easy Customer Service Friday, July 13
- Attitude in the Workplace: Conquering Negativity Friday, July 20
- Building a Dynamic Team Friday, July 27
- Becoming a Leader: An Introduction Friday, August 3

*All classes meet from 9am – 12pm

For more information on these workshops visit: www.gavilan.edu/conted

Gavilan College Contract Education Registration

Student Name: ____________________________________________
Address: ____________________________________________ City: __________ Zip: __________________
Phone: (____) _______ Cell: (____) _______ Email: __________________________

Company Name: __________________________________________
Address: ____________________________________________ City: __________________________________________ Zip: _____________

Class Title: ____________________________________________ Date: _________ Fee $ _______

Payment Options:

☐ Cash (exact change)  ☐ Check  Check #:_______

Visa / MC#: _______ - _______ - _______ - _______ Exp: _______ Cardholder Name: ___________________________

Mail to: Contract Education – Gavilan College
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Gilroy, CA 95020

Fax: (408) 847-0724 Email: conted@gavilan.edu