

Employee Training – Focus and Finish (Managing Multiple Priorities)

Employee Centric offers a Focus and Finish training class. This class is designed for *all employees* who want to learn to juggle daily activities more efficiently.

Focus and Finish is fun, interactive and hands-on. The class is designed for a half-day session. Participants will leave with tools and techniques to be better organize and manage their time on a daily basis.

Program Objectives:

At the conclusion of this workshop, participants will be able to develop clear goals and objectives that support the organization, evaluate daily priorities, and establish realistic deadlines. They will also be able to develop strategies to increase effectiveness, demonstrate flexibility in a changing environment and explore the use of time management tools such as MS Outlook to increase effectiveness.

Program Outline:

- Course Objectives
- Getting Organized!
- Task Management
- Priority Management
- Time Management
- Handling Interruptions

How Can I Get Started?

Contact us for a complimentary consultation to find out if Employee Centric can work for your company.

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