

Workload Management

Training

Meeting the needs of the new global marketplace with a flexible, total-systems approach

The modules in this skill area help individual contributors excel in today's fast-paced, sometimes chaotic workplace.

Identifying Work Priorities and Setting Verifiable Goals™ (4 hours)

Today's managers and individual contributors often take on many different cross-functional, project-related, short- and long-term tasks, activities, and responsibilities—and the work often comes from many sources. As a result, both managers and individual contributors need to step in from time to time and ask themselves two questions:

- What should my high-priority responsibilities be right now?
- How will I, and others, know how well I'm performing?

This module consists of two closely related processes. The first helps people prioritize their work according to key results the organization is trying to achieve. The second helps formulate clear goals that have high payoffs for the organization and use objective terms that support verification of results.

Managing Your Priorities™ (4 hours)

Rapid change, flatter organizational structures, and cross-functional duties mean employees today must assume greater responsibility for managing their own tasks. To do that successfully, they need to be able to handle competing priorities, shift gears smoothly, and coordinate and negotiate responsibilities, schedules, and resources with others.

The activities in this module provide the awareness and skills participants need to make better decisions about their daily work. Participants learn techniques that help them deal with complex interpersonal interactions,



Developing the 21st
century workforce™

build strong work relationships, and increase their overall productivity, even in an environment in which changing priorities is a daily reality.

Personal Strategies for Navigating Change™ (4 hours)

In today's workplace, employees are experiencing tremendous changes in organizational strategies, in the way work gets done and in the way people work together. These changes present new demands and challenges for every individual in the organization. Without personal strategies for dealing productively with change, employees can become overwhelmed and communication can break down.

This module provides an effective approach to navigating change that people in any organization can use. Participants explore skills that help them deal with change both individually and interpersonally, and they develop strategies to deal effectively with a change that's difficult for them.

About AchieveGlobal

In the 21st century, the level of human skills will determine organization success. AchieveGlobal provides exceptional development in interpersonal business skills, giving companies the workforce they need for business results. Located in over 40 countries, we offer multi-language, learning-based solutions—globally, regionally, and locally.

We understand the competition you face. Your success depends on people who have the skills to handle the challenges beyond the reach of technology. We're experts in developing these skills, and it's these skills that turn your strategies into business success in the 21st century.

These are things technology can't do. Think. Learn. Solve problems. Listen. Motivate. Explain. People with these skills have a bright future in the 21st century. AchieveGlobal prepares you for that world.



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