



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

## TIME AND PRIORITISATION SKILLS - 1 DAY COURSE

AUDIENCE	OUR PROGRAM'S FOCUS	SHORT COURSE TOPICS
<p>This program is an essential, highly interactive and engaging 1-day training course suited to all staff. It uses a range of business exercises to illustrate key principles and concepts for the effective management of time.</p> <p>In this workshop we look at current working practices and explore techniques for gaining greater control over time with a more structured and planned approach to managing interruptions, priorities, processes and people!</p>	<ul style="list-style-type: none"> <li>• The importance of prioritising</li> <li>• The “vital few”</li> <li>• Understanding you</li> <li>• Attitude of commitment</li> <li>• Effective meetings</li> </ul> <p><i>“Presenter was engaging, knowledgeable and entertaining, answered questions well, really made me rethink my approaches.”</i></p> <p><i>Richelle Ryan, Weipa Town Authority</i></p>	<ul style="list-style-type: none"> <li>• Why time management is important to performance</li> <li>• Evaluating how time is currently being used</li> <li>• Managing meetings for effective results</li> <li>• Planning and setting priorities to meet deadlines</li> <li>• Setting yourself objectives</li> <li>• The six steps to taking decisive action</li> <li>• The importance/urgency matrix</li> <li>• Common causes of wasted time</li> <li>• Handling interruptions and controlling requests</li> </ul>
 <p><b>TRAINER: GERALD PAUSCHMANN</b></p>	<p><b>Delivery</b></p>	<p>Gerald has over 20 years experience in creating custom soft skills training programs for companies in diverse industry sectors, including state, federal government and local councils and healthcare, construction and financial services,</p>
<p><b>Duration and Location</b></p>	<p>Our standard structure for this workshop is 1 day. This workshop is delivered as a public course or in-house at council in any metropolitan or regional area of Queensland. Customisation is available based on individual council requirements.</p>	
<p><b>Fees and Inclusions</b></p>	<p>Please contact Peak Services for course fees or a proposal for onsite/in house training.</p>	

**For proposals, registrations or enquiries contact us:**

**07 3000 2148**  
**training@wearepeak.com.au**



Human Resources and Employee Services Contract: BUS-278  
 Prequalified Supplier Arrangement