



The ARC Training Group
A Division of The ARC Consulting Group, Inc.
A Profit Enhancement Firm
Providing Educational and Consultative Services to the
International Business Community

SEMINAR FACT SHEET

TIME & WORK MANAGEMENT

Seminar 631

Seminar Overview

Based on advanced studies of production management, multi-project management and work management, this seminar is what time management should be. Get the most out of your day by learning to balance long-term and short-term goals, discovering what and when to delegate, and establishing an environment that works for you.

This seminar introduces the true purpose of work. You will discover how to motivate yourself — even on a bad day. Learn the mechanics of chaos and how to get control.

All Ally seminars employ modern adult learning techniques. You will work independently and in groups as you discover how to make time your ally instead of your enemy.

Who Should Attend

This seminar is designed for anyone trying to get the most out of their day. The technologies and practices delivered are based on advanced work and productivity management techniques, so they are as appropriate for senior level managers as they are for staff.

Appropriate attendees include:

- Senior management working with administrative assistants or working alone
- All members of staff
- Administrative assistants and secretaries, balancing their own workload as well as their manager's
- Middle management and supervisors who need to improve their own time management as well as their staff's
- Consultants, entrepreneurs and contractors who work independently, or with larger groups or teams

What Will Be Covered

- The purpose and mechanics work
- The secret to self-motivation
- Prioritizing work and goals
- Developing a simple work plan
- How to estimate work
- The best and worst time of the day
- What and when to delegate
- How to handle unknowns and risky work
- Communicating estimates
- Balancing long-term and short-term work
- The source of emergencies
- How to handle fire-fighting
- Handling distractions and interruptions

Your Benefits

At the end of this seminar, you will be able to:

- Maximize your own day
- Go home from work feeling like you've accomplished something
- Reduce the number and severity of emergencies and fire-fights
- Balance long-term and short-term goals
- Motivate yourself even on the worst days
- Accurately estimate work and communicate the estimates to necessary parties
- Create productivity tools that work for you — not someone else.

SYLLABUS

- 1. Time: A Definition**
 - Time and action
 - The purpose of work
 - The mechanics of work
 - Integrating work across time
 - Time: a definition

- 2. Humans are People Too**
 - Are you a morning person?
 - Allocating work across the day
 - Building time management tools that work for you
 - Improving your physical work environment
 - Improving your social work environment
 - Interacting with others across the day

- 3. Multi-Step Activities**
 - Determining all the steps
 - A simple work plan
 - Estimating the work
 - Unknown or risky work
 - Maximizing your plan

- 4. What and When to Delegate**
 - Who should do the work?
 - Who can do the work?
 - Delegation is an accomplished task
 - The secret to successful delegation

- 5. Chaos, Distractions, and Emergencies**
 - Chaos: a definition
 - The source of emergencies and fire-fights
 - How to reduce emergencies
 - Handling emergencies and fire-fights
 - How to handle chaos
 - The secret to self-motivation

- 6. Making Time Your Ally**
 - There's a time for every purpose
 - Setting priorities
 - Balancing long-term and short-term work
 - Adjusting as you go
 - Putting it all together

Seminar Logistics and Pricing

Prior to your seminar, Ally will conduct a phone Training Assessment Meeting (TAM). This meeting will review the seminar content to ensure you get the most out of your training experience. Ally can adjust seminar content and materials to meet specific needs, usually at no extra cost.

Duration: 1 Days	Prerequisites: None
Seminar Fee: \$3850.	Avg. Cost/Person: \$193.
Max Attendees: 20	CPE Hours: 8 Special
All Ally seminar fees include travel for the seminar leader, all seminar materials, TAM, and most customizing. Client is responsible for room, chairs and tables; snacks; audio/video equipment; flip-chart stands and pads as required.	



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