



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

THE WORK MANAGEMENT COURSE

Seminar 632

Seminar Overview

This in-depth 2-day seminar is a must for staff members, supervisors, and middle managers trying to achieve a goal or just trying to get through the day. Your instructor will lead you through the essence of work, success, communication, and organization; from simple time management through the basics of project management. You will learn how to plan, prioritize, organize, estimate, define objectives, and achieve those objectives.

Open discussions reveal the causes of wasting time. Learn how to delegate to others and receive delegation. Work with your classmates to understand why many tasks need to be re-done and how to do them right the first time.

Hands-on individual and team exercises allow the participant to practice new skills and enhance existing talents. You will learn to communicate, delegate, and work with others in a safe, friendly, and fun atmosphere.

All Ally seminars embrace modern adult education techniques:

- Modern Adult Learning Theory
- Muda-Free Zone™ Technology

Who Should Attend

Everyone.

What Will Be Covered

Classroom and group discussions include:

- How to define goals
- Keeping yourself and others motivated
- Prioritize work to maximum productivity
- How to estimate work
- Communication in the workplace
- Create achievable work estimates
- How to give and receive delegation
- Time management
- Give and get feedback
- Work Breakdown Structures (WBS)
- Project management basics
- Discover what your boss really wants
- How to prioritize work

Your Benefits

At the completion of this course you will be able to:

- Reduce fire fighting
- Develop your own tools to keep yourself organized.
- Plan small and medium projects
- Create your own tools to stay organized
- Know your goal and communicate it
- Communicate better with your boss and your team
- Getting the important work done first

SYLLABUS

1. Introduction

- Purpose of course
- Outline of the course
- Goals, actions, and deliverables
- Motivating yourself
- Disciplining yourself
- Establish goals for course

2. Tools for Work and for Life

- Success: Defined
- The cycle of action
- Checklists
- Charters
- Reviews
- Handling chaos and confusion

3. Defining Objectives

- Objective of objectives
- Why ask why?
- Deliverables
- Measurable and verifiable
- Inclusions and exclusions

4. Communication

- The goal of communication
- Different people communicate differently
- When to communicate
- What to communicate
- Why communicate
- Getting feedback
- If it isn't written, it isn't true
- Communicating up

5. Delegation

- When and what to delegate
- Receiving delegation - what questions to ask
- How to delegate - what questions to answer
- Time Management
- The parts of the day
- Are you a morning person?
- Background activities
- Long-term vs short-term actions
- People are not robots - darn!
- Planning your day, your week, and your year

SYLLABUS (CONTINUED)

6. Prioritizing Work

- Factors that affect priorities
- Knowing the answer to the great questions
- Balancing project work with routine work

7. Planning Work

- Creating a charter
- Creating a WBS
- Defining task precedence
- Making accurate estimates

8. Summary and Closing

- Review and questions
- Your personal path for success
- Class reviews

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: 2 Days	Prerequisites: None
Seminar Fee: \$6800. (avg \$340/person)	Max Attendees: 20.
All Ally seminar fees include travel for the seminar leader, all seminar materials, TAM, and most customizing. Client is responsible for room and seating; snacks; audio/video equipment; flip-chart stands and pads as required.	

-
1. Muda-Free and Muda-Free Zone are trademarks of Allibus Corporation