

Getting on With Your REAL Job

Accelerate Training and Consulting Pty Ltd

Are you a manager feeling overwhelmed in your job? Would you like to stop being distracted by time stealers which prevent you achieving your core role?

Attend **Getting on With Your Real Job**, and learn how to make the most of your available time and other resources to achieve real results and reduce stress for you.

In this course, you will take a journey with trainers who have experienced the pressures of responding to competing demands in government and understand your needs.

This workshop will provide you with a better understanding of your core role and the means to deal with those distractions which interfere with your real job.

Topics

- *Your Role in the Organisation*
 - ⇒ Objectives, goals and outcomes
 - ⇒ Position Description Analysis
- *Human Resource Issues*
 - ⇒ Proactive People Management
 - ⇒ Communication
 - ⇒ Delegating
- *Time Management Practices*
 - ⇒ Minimising 'Time Stealers'
 - ⇒ Tools and Planning
- *Put it into Practice*
 - ⇒ Identifying Successes
 - ⇒ How can you be more successful?

This one day Seminar is being held monthly in a convenient CBD location.

(Suitable for managers and supervisors).

Call or email to confirm interest and nominate an appropriate date

Level 2
"The Mansions"
40 George Street
Brisbane Qld 4001

Cost: \$385 per person (GST incl.)
(Significant discounts available for multiple clients from one organisation)

Contact Accelerate and register your interest:

Phone: 07 3012-8038

E-mail: enquiries@xlr8.net.au

Website: www.xlr8.net.au



ACCELERATE
TRAINING + CONSULTING Pty Ltd