

The purpose of the consortium is to foster collaboration among USG institutions in regards to professional development to facilitate benchmarking, share development resources and implement best practices.

Regional training centers and regional partnerships have been established throughout the USG.



Regional Training Center

Valdosta State University

Registration Assistance:
training@valdosta.edu

Customized Training:
Becky Murphy- 229-259-5106

Regional Partners

Abraham Baldwin Agricultural College

Albany State University

Bainbridge College

Columbus State University

Darton College

Georgia Southwestern State University

South Georgia State College

**FREE class offered through the
University System of Georgia
Professional Development Consortium.**

Organization and Time Management

Tuesday, March 28, 2017 1:30 p.m.—4:30 p.m.

Valdosta State University — University Center Rose Room

This course will teach you to control the vicious cycle of time-pressure and stress, allowing you to make the most effective use of your time, energy and skills. You will learn time management tools that are best suited to your personality and job. You will discover how to empower others by using the key principles of time management. You will gain techniques to regain control by actively managing interruptions.

Learning Objectives:

- Shape your work day and set priorities
- Eliminate clutter one pile at a time
- Distinguish between things to keep and things to trash
- Create a system for files on your desk and your computer
- Set up systems for handling paper that will keep your desk clear
- Unclutter your mind trying to remember with simple ways to track projects, coordinate meetings, and keep everyone else on target
- Manage mail, e-mail, and voicemail overload
- Identify time wasters
- Prioritize work, handle interruptions, say no, and reduce procrastination
- Develop your complete system of organization using the skills you learn in the training

Instructor: Ashley Cooper, Training Specialist

Register

Online-Select Training Course Registration button
Select visitor login

Select Training Course Registration button
Select visitor login

OR

Call- VSU Employee Development 229-259-5105

